

VILLAGE OF GLENDALE HEIGHTS CODE ENFORCEMENT OFFICER

The Village of Glendale Heights Community Development Department has a position available for a Code Enforcement Officer. The position works with a team of Code Enforcement and Building Inspectors to fulfill a variety of tasks related to Community Development functions such as permitting, inspection, and licensing. The role has a high degree of public interaction, and so requires exemplary customer service as a priority. Additionally, the role requires the ability to work in inclement weather and varying property conditions.

The position is responsible for conducting business, rental property and real estate transfer inspections; as well as proactively patrolling the Village for violations of local codes and ordinances, responding to complaints about potential violations, gathering evidence, issuing citations, and presenting at adjudication. The position drafts and distributes a variety of correspondence, memoranda, notices and reports relating to code enforcement issues and actions, and maintains a variety of logs and records related to inspection and enforcement activities.

Desirable skills include: working knowledge of code enforcement principles, practices and methods as applicable to a municipal setting; working knowledge of applicable laws, standards and regulations related to land use, nuisance and public safety codes; working knowledge of inspection techniques; working knowledge of conflict resolution/management techniques is highly desirable.

Minimum Requirements

- Applicant must complete an exam specific to the position to be considered for employment.
- Applicant must have graduated from high school or have GED equivalent with two years of responsible related experience, or any equivalent combination of related education, certification and experience.
- Applicant must possess basic skill level in Microsoft Office, Word and Excel.
- Applicant must have the ability to effectively meet and deal with the public and communicate verbally and in writing.
- Applicant must possess a valid State driver's license or have the ability to obtain one prior to employment.
- Applicant must be able to lift up to 50 pounds.

Compensation & Benefits

Hourly Rate Range: \$28.60 - \$39.73 commensurate with qualifications and experience. The Village of Glendale Heights offers a generous benefit package. This is a full-time AFSCME, non-exempt position.

How to Apply

Applications should be e-mailed to human_resources@glendaleheights.org or mailed to:

Village of Glendale Heights
Attn: HR Division
300 Civic Center Plaza
Glendale Heights, IL 60139

All job offers are conditional upon the satisfactory outcome of pre-employment drug testing and background check. Employees are required to have their permanent residency within a 20-mile radius of the Village, unless an exception is approved by the Village Administrator.

The Village of Glendale Heights' is committed to a nepotism and cronyism policy of employment, advancement and/or contracting practices based upon qualifications and merit, and to ensure that no conflict of interest, favoritism, preferential treatment, or discrimination enters into the employment and contracting process without discrimination in favor of or in opposition to the employment of immediate family members and a personal, political, financial, or commercial relationships.

If you are an immediate family member (an employee's spouse; an employee's natural, step, adopted or foster parent; an employee's mother-in-law, father-in-law, daughter-in-law or son-in-law; an employee's grandparent; an employee's child or grandchild; an employee's sister or brother; employee's aunt, uncle, niece, nephew; spouse's grandparent, brothers-in-law, sisters-in-law; or any other dependent residing in the same household of the employee) or a personal, political, financial, or commercial relationship to a current or past Village employee, please indicate so in the "Applicant Information" section of your employment application.

Posted 12/16/22; application deadline is 12/30/2022. We are an Equal Opportunity Employer.