



# Village of Brookfield

## Department of Human Resources

### Job Announcement:

#### Property Maintenance and Building Inspector

The Village of Brookfield, population 18,978, is a vibrant, diverse community located 13 miles west of downtown Chicago that offers convenient transportation with numerous community amenities including respected schools, an excellent library, three Metra train stations and a parks and recreation system. This non-home rule municipality is home to the Brookfield Zoo, owned by the Cook County Forest Preserve District and operated by the Chicago Zoological Society. Brookfield is a full-service community with a total budget of \$39 million and 89 full time employees. Village departments include Village Manager's Office, Finance, Community Development, Fire, Police, Public Works, and Parks and Recreation.

The full-time Property Maintenance and Building Inspector position available in the Community Development Department. This position will report directly to the Director of Community Development. The general responsibilities of the position are to inspect residential and nonresidential property (structures and premises) and enforce compliance with Village codes and ordinances related to public nuisances, property maintenance and safety (i.e. housing maintenance, vacant property, and enforces sign code and removes illegal signs); prepare and issue violation notices, written reports, memos and correspondence; coordinate with Village adjudicator bi-monthly and appear at administrative hearings; review building plans prior to construction and to inspect residential, industrial and commercial buildings at various stages of construction, alteration and repair to ensure compliance with the Village's building and related codes; and to approve applicable building permits and applications.

The successful candidate will have a minimum of a high school diploma or equivalent, five (5) years experience in general construction or related fields or any equivalent combination of education and experience; additionally, three (3) years experience working for a municipal or governmental building department is preferred, and must possess State of Illinois Plumbing Inspector Certification with certification by the Illinois Environmental Protection Agency as Cross-Connection Control Device Inspector preferred. Candidates must possess a valid Illinois driver's license and ability to use Microsoft Office products.

The successful candidate must have excellent public relations skills, have the ability to ensure code compliance and impartial enforcement of all pertinent municipal ordinances, and adhere to the International Code Council Code of Ethics.

The salary range is \$62,000 +/- DOQ. The Village provides a full complement of benefits including paid vacation, paid holidays, personal days, and sick time. Additionally, health and life insurance and participation in the Illinois Municipal Retirement Fund (IMRF). The position is contingent upon the candidate's successful completion of a criminal background check and a pre-employment medical exam, including a drug screen.

Interested applicants must submit a cover letter, resume, and three references to: George Issakoo, Assistant Village Manager at [gissakoo@brookfieldil.gov](mailto:gissakoo@brookfieldil.gov). Position is open until filled. by 5 pm on January 10, 2020. Employment applications may be found at [www.brookfieldil.gov](http://www.brookfieldil.gov).

**The Village of Brookfield is an Equal Opportunity Employer**