



# Village of Westchester

10300 ROOSEVELT ROAD, WESTCHESTER, IL 60154  
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## JOB OPENING

**JOB TITLE:** Property Maintenance Inspector

**DEPARTMENT:** Community Development

**LOCATION:** Village Hall, 10300 Roosevelt Rd, Westchester IL 60154

**HOURS:** Part Time 8:30 a.m. – 5:00 p.m. – Monday through Saturday, various

**SALARY & BENEFITS:** \$20 per hour DOQ

**SUMMARY:** The Village of Westchester seeks qualified candidates for the position of ***Property Maintenance Inspector*** in the Community Development Department. The person in this position is responsible for the enforcement of Building Codes, Zoning Ordinances, Property Maintenance Codes, Village Ordinances and Sign Regulations, occasional Building inspections, annual sign inspections, serving on interdepartmental teams as assigned, and consulting with the public regarding codes and violations. Essential functions include investigating complaints, document and maintain records of violations, prepare violation notices, and attendance of the Village's Administrative Adjudication hearings. The Property Maintenance Inspector works part time, 8:30 – 5 pm, Monday – Saturday, but may be called in at other times than the regularly-scheduled work-day if emergencies arise and at the discretion of the Village of Westchester. Work is of average difficulty and is reviewed for progress and conformance to established procedures by the Director of Community Development or his/her designee.

### **DUTIES & RESPONSIBILITIES:**

The primary responsibility of the Property Maintenance Inspector will involve, but not be limited to:

- Perform property maintenance inspections of single/multi-family residential and commercial buildings, as assigned.
- Ensure compliance with applicable codes, ordinances, and regulations.
- Perform inspections of community housing conditions including property maintenance code violations, residential code violations, abandoned house conditions, unpermitted construction work, changes of use, and other related challenges.
- Respond to public inquiries and complaints in a courteous manner and investigate/resolve said inquires/complaints in an efficient and timely manner.
- Issue notices of violations and citations; notifies violators of corrective actions required for compliance; conducts follow-up inspections and reports;
- Prepare documentation and evidence for adjudication/court hearings and participate in said hearings, when needed.
- Research property ownership, land characteristics and occupancy status utilizing internal and external database systems, including internet resources and County records, when needed.
- Manage a case load including maintaining electronic database files and creating reports

regarding inspection activities and findings.

- Under direction of a supervisor, coordinate property maintenance efforts with other associated Village departments and provide accurate referrals to relevant assistance programs.
- Respond to public inquiries and complaints in a courteous manner.
- Provide information within the area of assignment.
- Investigate and resolve complaints in an efficient and timely manner.

**MINIMUM QUALIFICATIONS:** All applicants must meet the following minimum requirements to be an eligible candidate for this position:

- International Code Council (ICC) certification as Property Maintenance & Housing Inspector.
- Ability to pass a personal interview, physical and drug screen when applicable.
- Be able to successfully utilize Microsoft Office software programs (i.e., Word and Excel).
- Be able to successfully utilize Permitting software programs (i.e., Citizenserve).
- Ability to read, write, speak, and understand English at the High School graduate level.

**EXPERIENCE & EDUCATION:**

- 3 to 5 years of professional experience in zoning administration, zoning enforcement, code enforcement, building inspection, property maintenance inspection, or related field, preferably in a municipal government setting, or an equivalent combination of education, certification and training.
- Possess a high school diploma or equivalent.

**Physical Skills and Abilities Required:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger or handle keyboards and paper, rolled or unrolled, and blue-prints; climb up or down a ladder, hill, stairs and uneven terrain; occasionally stoop, kneel or crouch at ground level, talk or hear on the phone or in person. The employee must be able to lift, push, pull and/or move equipment up to fifty (50) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

The employee must be available and present for work as scheduled; be available for call-out 24 hours a day, 7 days a week; and perform all functions of the job safely and efficiently at all times in compliance with all safety regulations and policies for the safety and welfare of the employee, co-workers, and the public. Must be able to attend and participate in job-related meetings, seminars, and continuous education courses. Must be able to pass psychological, physical and/or other examinations as required.

**Work Environment Factors:** Ability to work under conditions that occasionally require exposure to environmental factors such as temperature and noise extremes, odors, toxic agents, wetness, electrical currents, moving parts, fumes. This exposure may cause some discomfort and presents a risk of injury. The noise level in the work environment is usually moderate, but occasionally loud.

Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.

**Salary:** This position qualifies for Illinois Municipal Retirement Fund (IMRF) benefits for employees working in excess of 1,000 hours per year. Part-time positions are not eligible for participation in the village's insurance programs. The salary range for this position is **\$20 per hour DOQ.**

**Required test and screenings:** The candidate selection process consists of: a review of the candidate's past work experience/skills and a personal interview. Successful candidates must successfully pass all required screenings and tests administered, when applicable, in order to be a candidate for this position. However, passing all required screenings/tests and completing a personal interview does not guarantee hire by the Village, as the ultimate decision to hire anyone is at the sole discretion of the Village of Westchester.

### **SUBMISSION OF APPLICATION**

Applications will be accepted until May 22, 2020.

Qualified candidates should apply with cover letter, resume, and three (3) work-related references to:

Department of Community Development

Attn: Melissa Headley

10300 Roosevelt Rd

Westchester IL 60154

Email: [mheadley@westchester-il.org](mailto:mheadley@westchester-il.org)

Phone: (708) 345-0200

Fax: (708) 345-0884

The Village of Westchester is an equal opportunity employer.