



VILLAGE OF OAK PARK
POSITION RECRUITMENT NOTIFICATION
FOR INTERNAL & EXTERNAL CANDIDATES

Job Classification: Property Maintenance Community
Development Inspector

Department/Division: Development Customer Services/Neighborhood Services
Number of Openings: 2
Employment Status: Full-time
Hourly Salary/Grade: \$27.0372 - \$34.0156 DOQ/Grade 8
FLSA: Non-Exempt
Union: SEIU Local 73
Employment Commission: N/A
Deadline for Application: Open until filled, first review July 1, 2024

POSITION SUMMARY:

This position will inspect residential and commercial occupancies to ensure compliance with the property maintenance code and other Village codes and ordinances; coordinate the implementation of the Village's housing programs; to serve as a liaison between property owners and contractors; ensure compliance with all applicable regulations; and to perform a variety of clerical and administrative duties in support of the Village's property maintenance program.

INSTRUCTIONS TO APPLICANTS:

Applicants can apply directly using the following link:

<https://secure.entertimeonline.com/ta/6141780.careers?ApplyToJob=654524096>

For additional information on the position visit our website at <http://www.oak-park.us/jobs>.

Applications and resumes may also be submitted by mail to: Human Resources, Village of Oak Park, 123 Madison Street, Oak Park, IL 60302; by email to: jobs@oak-park.us; or by fax to: 708-358-5107. The Village of Oak Park offers a highly competitive benefit package that includes a retirement plan, deferred compensation program, social security, health & life insurance, vacation, sick leave & other benefits.

A COPY OF THE POSITION DESCRIPTION IS ATTACHED

The Village of Oak Park is an Equal Employment Opportunity Employer committed to a diverse workforce and strongly encourages applications from candidates of color.