

## **Code Enforcement Inspector - Glendale Heights - Part-Time**

Our team is filled with innovators, over achievers, and difference makers—hard working professionals who care about their work, their communities, and the lives of people around them. The positive, charismatic nature of the people behind SAFEbuilt fuels our commitment to keeping our communities strong and safely built. Join us and discover unbounded opportunities for a meaningful and rewarding career.

We are currently seeking a talented and experienced Code Enforcement Inspector to join our team of professionals. This position offers great opportunity for dynamic, motivated self-starters to work on a variety of work assignments. You'll be a member of our highly respected team of professionals with a full complement of resources to support you and exciting projects to keep you challenged.

### **JOB REQUIREMENTS:**

- Responds to and investigates allegations of violations of Municipal, Land Development and Property Maintenance Codes to determine validity of complaints and the appropriate course of action to mitigate issues.
- Notification of issues given in writing, by phone, in person and electronically.
- Schedules and performs systematic property maintenance inspections to maintain or achieve minimum property standards.
- Prepares records and reports pertaining to abatements, court actions, daily activities, enforcement actions and inspections.
- Compiles documentation for and issues summons.
- Performs other duties as required or assigned.

### **SKILLS:**

- Ability to establish and maintain effective working relationships with employees, citizens and elected officials; Handle sensitive or stressful situations with tact and diplomacy
- Ability to communicate effectively both orally and in writing; ability to make presentations
- Ability to read, interpret, and explain City codes and site plans, maps and work plans
- Good driving record

### **CERTIFICATIONS:**

- ICC Property Maintenance and Housing Inspector Certification required

**EXPERIENCE:** 1-3 years or more experience in enforcement, compliance-related work including investigating allegations, conducting research and resolving complaints, concerns or conflicts

**More About SAFEbuilt:** One of the fastest growing providers of privatized community development solutions in the country, SAFEbuilt has seen a significant increase in municipal contracts and employee growth over the past few years. SAFEbuilt partners with over 1000 communities of all shapes and sizes throughout the country for the efficient delivery of privatized community development solutions including: building department services, community and transportation planning & zoning and community improvement services. **Learn more at:** <http://safebuilt.com/>

**With Growth Comes Opportunity!** Our culture is positive and energetic as we empower people to do what they do best. SAFEbuilt employs over 1000 highly qualified and motivated individuals who share the common Core Values of Integrity, Respect, Service, Teamwork and Improvement. We offer a strong salary and benefits package to reward ability, certification levels, and work experience. Benefits include health, dental, vision, life, and disability insurances, paid holidays, paid time off, paid training, new certification bonuses, a matching 401K Plan, and more.

SAFEbuilt is an equal opportunity employer and considers qualified applicants for employment without regard to race, color, creed, religion, national origin, gender identity, gender expression, age, disability, veteran status or any other protected factor.

If you need assistance or an accommodation due to a disability, please contact us at [jobs@safebuilt.com](mailto:jobs@safebuilt.com) or you may call us directly on 970-292-2000.

Apply here: <https://jobapply.page.link/JnYT5>