



February 6, 2019

**CODE ENFORCEMENT OFFICER
COMMUNITY DEVELOPMENT DEPARTMENT
VILLAGE OF WINNETKA**

The Code Enforcement Officer conducts property maintenance and code enforcement inspections, issues ordinance violations, and appears in court on behalf of the Village. The position requires the ability to acquire a comprehensive understanding of code enforcement and property maintenance principles and practices, as well as a general understanding of International Code Council (ICC) building and property maintenance codes. The position also necessitates significant interaction with residents, business owners, and contractors—including responding to complaints, investigating and documenting violations, and taking corrective action.

Essential Functions:

- Investigate complaints regarding violation of Village codes and property maintenance issues; determine validity of complaints, documents violations, and advise owners/occupants of actions necessary to correct conditions; and take steps to enforce compliance with applicable codes. Monitor site for compliance with Construction Site Management Requirements.
- Prepare letters to violators or owners of property; maintain records and reports; and answer requests for information relative to the Property Maintenance Code and Nuisance Ordinance.
- Communicate with the general public relative to property maintenance violations.
- Coordinate enforcement activity with department personnel and other Village employees and outside agencies.
- Prepare formal letters and notices and to input data collected during investigations; access various computer applications to organize records.
- Collect and prepare data and documentary evidence on cases of noncompliance for use in court; appear and testify at legal proceedings as required.
- Confer with other inspectors and owners of property relative to the interpretation and application of the Property Maintenance Code, Nuisance Ordinance, and other codes, ordinances, and regulations.
- Assist with minor building permit reviews and inspections.

Minimum Qualifications:

- Graduation from high school or GED equivalent.
- Three (3) to five (5) years' experience in building inspection, building construction, property maintenance, plan review, zoning review, and/or code enforcement. Municipal experience strongly preferred.
- Possess ICC certifications for Property Maintenance and/or Building Inspector within 18 months of hire date.

The position requires indoor and outdoor work activities; outdoor work activities are regularly conducted in all weather conditions and in a variety of environments, including construction sites. The position has contact with the public, which may involve individuals exhibiting high levels of stress or emotion.

Shifts are normally 7.5 hours in duration, 37.5 hours weekly, but may be extended or altered in the event of emergency, personnel shortage, workload, and/or work in progress.

Salary Range: \$53,000 - \$74,576 annual, DOQ.

Position is open until filled. First review of candidates: February 27.

An employment application must be completed in order to be considered for the position. Applications may be completed online at www.villageofwinnetka.org.

For questions or assistance, please contact Ann Eriksson, Human Resources Generalist, at (847) 716-3546 or aeriksson@winnetka.org.

Equal Opportunity Employer