

Posted: 8/19/2021

VILLAGE OF PEOTONE

JOB POSTING

Part-time Code Enforcement Officer

Village of Peotone
208 East Main Street
P.O. Box 430
Peotone, IL 60468
Phone: 708-258-3151



Position Summary: This part-time position is responsible for various routine and complex task, under the general direction of the Village Administrator. The Village is seeking a motivated candidate to inspect and enforce property maintenance, municipal, and zoning codes/ordinances in order to ensure the community's safety, protection, and visual enhancement.

Job Duties:

- Inspect existing structures and properties to ensure adherence to Village property maintenance, vacant building, zoning, stormwater, and sign codes.
- Interpret ICC Property Maintenance Codes and Village ordinances.
- Issue verbal and written violation and correction notices. Track violations and follow up to ensure compliance.
- Initiate legal action for unresolved violations; prepare information and represent Peotone at local administrative adjudication hearings and/or Circuit Court.
- Maintain files and prepare monthly code enforcement activity reports.
- Communicate written and verbal information to customers; resolve complex issues in a helpful and professional manner; provide information to contractors, and public regarding building, fire, life-safety, property maintenance, zoning, and sign codes.
- Collaborate with the Police Department, Public Works Department, Village Attorney, and neighborhood businesses and homeowners to resolve code violations.
- Perform research and prepare memorandums to document code enforcement-related best practices and related recommendations.

Qualifications Education and Experience:

The ideal candidate for this position is a self-starter, quick learner, hard worker, and someone who is able to provide **exceptional customer service**. Required qualifications include:

- Graduation from high school or equivalent.
- Prefer 1-3 years' experience in law or code enforcement.
- International Code Council (ICC) Property Maintenance Certification (Preferred).
- Considerable knowledge of the scope and purpose of municipal building, zoning, property maintenance, and health safety codes.
- Basic knowledge of construction methods related to structural, electrical, building, and HVAC.
- Ability to resolve complex or volatile problems in a **professional, fair, courteous, tactful, and firm manner.**
- Computer skills, including Microsoft Office (Word, Outlook)
- Excellent written and verbal communication skills.
- Valid Illinois driver's license.

Schedule and hours are flexible and will vary based on time of year and availability of selected candidate. Work generally performed between 9:00 a.m. to 5:00 p.m. Monday-Friday. Isolated weekend or evening inspections may be required on a very infrequent basis for unique violations. Wage range is \$18-20 per hour. This is a parttime, non-exempt, permanent position. Open until filled. Interested applicants should submit a cover letter and resume to:

Village of Peotone
Att: Aimee Ingalls
208 East Main Street
P.O. Box 430
Peotone, IL 60468
Phone: 708-258-3151
admin@villageofpeotone.com