



VILLAGE OF BEACH PARK

11270 W. Wadsworth Road

Beach Park, IL 60099

(847) 746-1770 · www.villageofbeachpark.com

Code Enforcement Officer

The Village of Beach Park, Illinois (incorporated 1989. pop. 13,995) is seeking a Code Enforcement Officer. The vacant position is a full-time position but the Village will also consider a part-time schedule. Beach Park is a residential community along Lake Michigan in northeastern Illinois, about 50 minutes from both Chicago and Milwaukee. The position is primarily responsible for investigating complaints of municipal code violations but also conducts inspections for the rental unit registration program, real estate transfer certificates, and business registration.

The desired candidate will have an understanding of common regulations pertaining to property maintenance, zoning, and nuisance conditions, and a familiarity with the techniques and processes involved in investigating complaints to enforce local ordinances. A typical day will include investigation of complaints through field inspections and document research, coordination with other Village departments and outside agencies, as well as the data entry, correspondence, and phone calls associated with follow up for complaints. The candidate will be able to resolve conflicts by working with residents and businesses, ensuring that the code is applied fairly and consistently.

The successful candidate is expected to have a minimum of two (2) years of experience in municipal inspections or law enforcement. Experience in similar work involving field inspections, investigations, or municipal code interpretation will be considered. The position requires excellent speaking, writing and interpersonal skills, a high school diploma or equivalent, and excellent computer skills. The position will also have the opportunity to perform basic construction inspections, and candidates with experience in building codes and construction methods are encouraged to apply. The candidate must be able to maintain a professional demeanor through stressful and confrontational situations, and conduct field inspections in a variety of conditions. Candidate must be able to obtain ICC Certification in Property Maintenance within one year of hire. A valid driver's license is required. Bilingual candidates (Spanish) strongly desired.

The salary range for this exceptional professional opportunity is \$39,175 - \$64,046 (\$18.83/hr to \$30.79/hr) DOQ. Beach Park is a fully funded IMRF community with an excellent benefits package and the ICMA-RC retirement program. This position is open until filled. Application submittals comprised of a cover letter, resume and (5) work related references can be dropped off, mailed or e-mailed to Village of Beach Park, Attn: Community Development Director, 11270 W. Wadsworth Road, Beach Park, IL 60099. For more information, please contact Andrew Jennings at andrew.jennings@villageofbeachpark.com or 847-746-1770.

The application can be found at: <https://www.villageofbeachpark.com/government/employment>.

The Village of Beach Park is an Equal Opportunity Employer.