



## City of Naperville

<b>Job Title:</b>	<b>Lead Code Enforcement Officer</b>
<b>Closing Date:</b>	When Filled
<b>Wage:</b>	\$27.92 - \$42.61/hr, commensurate w/relevant experience
<b>Job Type:</b>	Full-Time
<b>Location:</b>	400 S Eagle St., Naperville, Illinois
<b>Department:</b>	Transportation, Engineering and Development

### Job Description:

Want to make a positive impact in a leading, engaged community? The City of Naperville's Transportation, Engineering and Development Business Group (T.E.D) seeks a talented and service-oriented professional to join our team and assist us in providing the very best service to our residents and businesses.

As the **Lead Code Enforcement Officer**, you will coordinate, oversee and contribute to City code enforcement activities, investigating alleged violations of City code(s) and working with property owners to achieve compliance. You will lead the code enforcement team and supervise three code enforcement professionals.

### Responsibilities:

Your duties will include scheduling, coordinating, and monitoring field investigations performed by Code Enforcement Officers, providing field support and technical assistance to Code Officers, coordinating and leading project meetings to address investigation schedules and issues, training & mentoring Code Officers; evaluating their performance, and ensuring the Code team works safely and has the proper tools/equipment to do so.

While reporting to a TED Operations Manager, the Lead Code Enforcement Officer:

- Investigates complaints of alleged violations of the Municipal Code related to building, zoning, property maintenance and public safety matters, from initial complaint to resolution.
- Works with commercial and residential property owners to bring properties into compliance.
- Prepares and issues citations to property owners in accordance with Municipal Code.
- Initiates legal action in response to Code violations; works with Legal Department staff to prosecute cases; provides court testimony for Code violation cases.
- Negotiates fines and plea bargains with Code violators.
- Conducts (or coordinates) follow-up investigations to ensure compliance within established timeframes.
- Conducts safety element inspections for special events; ensures proper posting of necessary warning notices.
- Performs annual inspections of licensed liquor establishments for appropriate licensing; and verifies that surrounding areas meet zoning and building requirements.
- Provides code interpretation and support to Municipal Boards and Commissions, other City Departments and the public, as requested.
- Informs the TED Operations Manager of code enforcement activities and issues in the field.
- Identifies inconsistencies within the Municipal Code; recommends updates and revisions to ensure alignment with current City policies, and
- Ensures the code enforcement team's effective maintenance of investigation logs, records and files.

### Qualifications:

**At a minimum, the position requirements include:**

- An associate degree, plus three years of related experience; or a bachelor's degree plus one year of related experience
- A valid State of Illinois Class D Driver's License

**Candidates receiving the most consideration will possess:**

- Previous experience leading or supervising others
- Proven abilities to communicate effectively, to contribute to teams, and to maintain positive, professional relationships with co-workers
- Strong knowledge of civil codes
- Abilities to apply technical knowledge and follow proper inspection techniques to detect deviations from applicable ordinances or codes

### Additional Information:

The City of Naperville, Illinois is a dynamic community of 148,000 residents, conveniently located 28 miles west of Chicago. Various publications have named Naperville as one of the best cities in the United States in which to live. The City has gained national recognition for our family-friendly environment, excellent schools and library system, low crime rate, and vibrant downtown area. It's also a great place to work! Our municipal government employs over 900 dedicated individuals in a wide range of job categories and provides a dynamic & collaborative working environment, a forward-looking leadership team, and a competitive benefits package.

**APPLY ON-LINE AT:**

[www.naperville.il.us/careers](http://www.naperville.il.us/careers)

**THE CITY OF NAPERVILLE IS AN E. O. E.**

[CLICK HERE](#) for the City of Naperville's EEOP Utilization Report

The City of Naperville complies with the Americans with Disabilities Act (ADA). Individuals needing accommodations in the recruitment process should notify Human Resources in advance at (630) 305-7066.