

# CITY OF WARRENVILLE

## Part-time Code Enforcement Officer

This part-time position is responsible for a variety of routine and complex work in the development, interpretation, and enforcement of various zoning, housing, property maintenance, business licensing, and public health-related laws, standards, and codes.

### **Job Duties**

- Inspect existing structures and properties to ensure adherence to City property maintenance, vacant building, zoning, business license, stormwater, floodplain, and sign codes.
- 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 City at local administrative adjudication hearings and/or DuPage Circuit Court.
- Maintain files and prepare bi-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, engineers, architects, and public regarding City building, fire, life-safety, property maintenance, zoning, and sign codes.
- Collaborate with the Police, Public Works, Finance and Administration Departments, Zoning and Engineering and Stormwater Management Divisions, Fire Protection District, City Attorney, and local homeowners associations to resolve code violations.
- Perform research and prepare memorandums to document code enforcement-related best practices and related recommendations.

### **Requirements**

- Graduation from high school or equivalent.
- Prefer 1-3 years' experience in law or code enforcement.
- International Code Council (ICC) Property Maintenance and/or Residential Inspector certification (or ability to obtain within first year of employment).
- 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.
- Basic experience reviewing and understanding blueprints and construction plans.
- Ability to resolve complex or volatile problems in a professional, fair, courteous, tactful, and firm manner.
- Computer skills, including Microsoft Office.
- Excellent written and verbal communication skills.
- Valid Illinois driver's license.
- Spanish speaking skills helpful.

Schedule and hours are flexible and will vary based on time of year and availability of selected candidate. Expect a minimum of 8 hours per week and a maximum of 24 hours per week. Work generally performed between 7:30 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 \$27.04 – \$32.71 per hour. This is a part-time, non-exempt, permanent position. Interested applicants should submit a cover letter and resume to:

**City of Warrenville**  
Attention: Alma Morgan  
3S258 Manning Avenue Warrenville, IL 60555  
Fax: 630/393-6948  
[amorgan@warrenville.il.us](mailto:amorgan@warrenville.il.us)

**Equal Opportunity Employer**