



Property Maintenance Community Development Inspector, Village of Oak Park, IL

May 13, 2021

The **Village of Oak Park**, Illinois, located just 8 miles west of Downtown Chicago, is accepting applications to fill a **Property Maintenance Community Development Inspector** position in the Village's Development Customer Services Department. The Inspector position presents opportunities for individuals interested in government service to work in an urban/suburban Village that has both new development and established, historic neighborhoods.

This position is under the direction of the Neighborhood Services Manager. This position will inspect residential and commercial properties to ensure compliance with Village Code. This position will also perform a variety of administrative duties in support of the Village's property maintenance program. Possession of an appropriate, valid Illinois driver's license is required. This position requires travel, utilizing a Village vehicle, from site to site in both residential and commercial neighborhoods. Work is performed in inclement weather conditions and significant walking is required on a daily basis.

The ideal applicant will have excellent customer service skills, strong written and oral communication skills, extensive experience effectively multi-tasking, strong analytical abilities, good time-management skills and the ability to address property maintenance matters at varying levels of complexity. Possession of an appropriate ICC certification, as a Property Maintenance and Housing Inspector, is a condition of employment and must be obtained by the successful candidate within six months of the hire date.

The ideal applicant will be able to accomplish the items listed below.

- Perform property maintenance inspections of single/multi-family residential and commercial buildings, as assigned.
- Ensure compliance with applicable codes, ordinances, and regulations.
- Perform inspections of community housing conditions including property maintenance code violations, residential code violations, abandoned house conditions, unpermitted construction work, changes of use, and other related challenges.
- Respond to public inquiries and complaints in a courteous manner and investigate/resolve said inquires/complaints in an efficient and timely manner.
- Issue notices of violations and citations; prepare documentation and evidence for adjudication/court hearings and participate in said hearings, when needed.
- Research property ownership, land characteristics and occupancy status utilizing internal and external database systems, including internet resources and County records, when needed.
- Manage a case load including maintaining electronic database files and creating reports regarding inspection activities and findings.
- Under direction of a supervisor, coordinate property maintenance efforts with other associated Village departments and provide accurate referrals to relevant assistance programs.
- Perform field inspections of housing units requesting housing program funding.
- Determine client eligibility for assisted housing program, including inspecting property and housing units, and verifying income and family composition.
- Perform initial eligibility inspections of proposed work; counsel property owners regarding loan procedures, contractor bidding, and elements of contracts.

- Prepare job specifications for rehabilitation, work write-ups, and cost estimates; provide documentation and feasibility for loan packages.
- Prepare, review, and approve construction contracts; evaluate in-house estimates and bids from contractors; facilitate final payments to contractors upon review and approval of rehabilitation progress.
- Conduct pre-construction meetings with contractors and homeowners to review scope of work, explain procedures, and negotiate costs; analyze contractor bid estimates; prepare construction contracts for signature.
- Conduct progress inspections under the housing program guidelines to ensure compliance with Village codes and ordinances; verify contract work; settle complaints between contractors and homeowners; process work order changes as necessary; process payments for disbursement to contractors.
- Conduct final walk-through of rehabilitation housing units; issue notices of completions.
- Maintain program records and participant files.
- Respond to public inquiries and complaints in a courteous manner.
- Provide information within the area of assignment.
- Investigate and resolve complaints in an efficient and timely manner.

The Village of Oak Park is noted internationally for its good government practices and for its historic architecture. Oak Park is known particularly as the home of Frank Lloyd Wright from 1889-1909, and holds the largest concentration of Prairie School architecture in America. Due to its urban downtown, historic business districts and well established neighborhoods, Oak Park presents opportunities for professionals looking to work on important, exciting projects.

Compensation, Benefits, Experience and Training

The compensation for this position is \$24.7890/hr. +/-DOQ. This is a non-exempt union position. For more information about this Property Maintenance Community Development Inspector position or to apply, visit: www.oak-park.us/jobs. Submit applications and resumes by mail to Human Resources, Village of Oak Park, 123 Madison Street, Oak Park, IL, 60302; or by e-mail to jobs@oak-park.us. The Village of Oak Park offers a highly competitive benefit package that includes a retirement plan, deferred compensation plan, social security, health & life insurance, vacation, sick leave and other benefits. Applications will be accepted until filled. First review of applications **May 28, 2021**.