

**VILLAGE OF ADDISON  
COMMUNITY DEVELOPMENT INTERN –  
COMMUNITY DEVELOPMENT DEPARTMENT**

**Summary of Position and Duties:**

The Human Resources Division of the Village of Addison is accepting applications to fill one (1) vacancy in the at-will, F.L.S.A non-exempt, part-time position of Community Development Intern in the Community Development Department. The Community Development Intern performs a variety of property maintenance-related inspection activities throughout the Village, on a seasonal basis, with a set start date and end date to the employment. The primary responsibility of the Intern will involve inspecting properties to document compliance with Village building, zoning, construction, and life-safety codes and notifying property owners of issues found on their properties. The Intern will work closely with full-time inspection and other department personnel. The Community Development Intern works 37.5 hours per week, 8–4pm daily, Monday through Friday, on a seasonal basis. Work schedule is subject to change at the discretion of the supervisor. Work is of routine difficulty and is reviewed for progress and conformance to established procedures by the Assistant Director of Community Development and/or his/her designee.

The primary responsibility of the Community Development Intern, will include, but not be limited to:

- Inspects properties for compliance with municipal and related codes and ordinances covering building, zoning, and property maintenance-related matters. Inspection areas include building exteriors, parking lots, driveways, sidewalks, outdoor storage areas, and landscaping.
- Meets or corresponds with contractors, residents, owners and managers regarding violations; makes written reports of inspections together with notes on any action taken.
- Prepares reports and recommendations related to inspections made.
- Performs duties of the position and operates department equipment with strict adherence to Village and Department safety policies and procedures.
- Provides service to customers in a timely, professional and courteous manner.
- Performs duties in strict accordance with the Department/division SOP/safety manual and is expected to report any hazards and observed infractions immediately to their supervisor; may serve on departmental safety committee; makes certain that staff in the division are also performing duties in accordance with all Department/division SOP/safety manual regulations and policies.
- Performs other duties as assigned.

**All applicants must meet the following minimum requirements to be an eligible candidate for this position:**

- Possess a high school diploma or equivalent.
- Possess education, training, and/or experience in planning, engineering, architecture, public administration, code enforcement, or the construction trades, or any equivalent combination of education, training and experience which provide the requisite knowledge, skills and abilities for this job preferred.
- Ability to pass a personal interview, physical and drug screen when applicable.
- Be able to successfully utilize Microsoft Office software programs (i.e., Word and Excel).
- Possession of a valid Illinois Driver's License Class 'D' free from incidence that may result in license revocation or suspension.

**ADA COMPLIANCE**

**Physical Skills and Abilities Required:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger or handle keyboards and paper, rolled or unrolled, and blue-prints; climb up or down a ladder, hill, stairs and uneven terrain; occasionally stoop, kneel or crouch at ground level, talk or hear on the phone or in person. The employee must be able to lift, push, pull and/or move equipment up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

The employee must be available and present for work as scheduled and perform all functions of the job safely and efficiently at all times in compliance with all safety regulations and policies for the safety and welfare of the employee, co-workers, and the public. Must be able to attend and participate in job-related meetings, seminars, and continuous education courses. Must be able to pass psychological, physical and/or other examinations as required.

**Work Environment Factors:**

Ability to work under conditions that occasionally require exposure to environmental factors such as temperature and noise extremes, odors, toxic and/or caustic chemicals and agents, wetness, moving parts, fumes. This exposure may cause some discomfort and presents a risk of injury. The noise level in the work environment is usually moderate, but occasionally loud.

Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.

**Salary:**

The hourly wage rate for this position is **\$15.32 – \$22.24**.

**Required test and screenings:**

The candidate selection process consists of: a review of the candidate's past work experience/skills and a personal interview. Successful candidates must successfully pass all required screenings and tests administered, when applicable, in order to be a candidate for this position. However, passing all required screenings/tests and completing a personal interview does not guarantee hire by the Village, as the ultimate decision to hire anyone is at the sole discretion of the Village of Addison.

**IMPORTANT NOTICE – SUBMISSION OF APPLICATION**

Applications can be downloaded from the Village's website at [www.addisonadvantage.org](http://www.addisonadvantage.org). Applicants will be notified by letter of the test date for this position, where applicable. All completed applications must be directed to the Director of Human Resources/Risk Management, either via regular mail at 1 Friendship Plaza, Addison, Illinois 60101 or emailed to [KAugusewicz@Addison-il.org](mailto:KAugusewicz@Addison-il.org) by no later than **5pm, May 14, 2021**. Also, applications submitted after the deadline will **NOT** be accepted. Only one (1) application per person, per testing cycle is accepted.

**RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION.**

**Equal Employment Opportunity**

Please refer to the Village of Addison website: [www.Addisonadvantage.org](http://www.Addisonadvantage.org), Division of Human Resources Section, to review a copy of the Village's policy on Equal Employment Opportunity.

**IMPORTANT DISCLAIMER FOR POTENTIAL APPLICANTS:**

Applicants with disabilities, who need accommodations in order to complete any portions of the application/test, should contact the Human Resources Division at 630-693-7504.

