



POSITION ANNOUNCEMENT

Code Enforcement Officer (Part-Time)

Community Development Department

The Village of Vernon Hills is seeking a candidate for the position of Part-Time Code Enforcement Officer in the Community Development Department. The position is responsible for the investigation of property maintenance complaints, and managing cases through the various steps of the code enforcement process. The role also completes minor exterior construction inspections. The ideal candidate is experienced in property maintenance issues and familiar with construction processes, and able to tactfully work with contractors, residents, businesses, and property owners to achieve fair and consistent enforcement of various codes in a municipality that encourages a culture of voluntary compliance.

RESPONSIBILITIES:

- Investigates complaints of substandard property maintenance; inspects exterior conditions and occasionally interior conditions; notifies property owners, discusses violations and seeks voluntary compliance; conducts re-inspections to determine compliance.
- Investigates complaints and problems relative to violations of code provisions pertaining to zoning, signage, and nuisance conditions (trash, weeds, debris); notifies owners and seeks compliance. Writes related reports, violation notices and citations as needed. May occasionally attend adjudication hearings or circuit court to provide testimony on violations.
- Performs miscellaneous exterior construction inspections, such as roofs, siding, concrete walks and stoops, fences, sheds and driveways.
- Performs other duties as required or assigned by the Director of Community Development.

REQUIREMENTS:

- High School diploma or equivalent.
- Possession of a valid class D driver's license.
- ICC Property Maintenance Inspector Certification preferred.
- Familiarity with construction methods and materials is desired. Training in exterior inspection process and requirements will be offered during the first six months of employment.

- Knowledge of various computer software programs, including Microsoft Office.
- Excellent verbal and written communication skills.
- Passage of a pre-employment physical, drug screen, criminal background check, motor vehicle history report, employment and reference checks.
- Successful completion of a twelve-month introductory period.

SALARY/HOURS: The hourly rate for the position starts at \$36.05/hour. Candidate is expected to work an average of 18 hours per week (not to exceed 1000 hours per year). The position is a part time, FLSA non-exempt position.

APPLICATION PROCESS: To apply for the position please provide the following a cover letter, resume, and Village employment application (available on the Village website at www.vernonhills.org/jobs in the Tools menu, or at Village Hall at 290 Evergreen Drive, Vernon Hills, IL 60061).

Submit materials to Andrew Jennings, Director of Community Development, at the Village Hall in person, by mail, or by email at andrewj@vhills.org. Please make sure to include the title of the position in the subject of the email.

Applicants are encouraged to apply by May 24, 2024. Position is open until filled and interviews are anticipated to occur on a rolling basis.

Posted: