

**Village of Vernon Hills
Position Description**

Title: Code Enforcement Officer (Part-Time)
FLSA Status: Non-Exempt
Grade: P-7
Reports To: Community Development Director
Supervises: None
Date: April 11, 2024 (last revised May 3, 2024)

Distinguishing Features of Work:

Under administrative direction of the Director of Community Development: inspects residential and commercial properties for compliance with property maintenance codes and regulations. The Code Enforcement Officer investigates both internal complaints and complaints from the general public. The position is also expected to perform minor construction inspections on an as-needed.

Illustrative Examples of Work:

1. 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.
2. 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.
3. Performs miscellaneous exterior construction inspections, such as roofs, siding, concrete walks and stoops, fences, sheds and driveways.
4. Performs other duties as required or assigned by the Director of Community Development.

Requirements:

Education and Training:

1. High School diploma or equivalent.
2. Possession of a valid class D driver's license.
3. ICC Property Maintenance Inspector Certification required within one year of employment.
4. Knowledge of various computer software programs, including Microsoft Office.
5. Excellent verbal and written communication skills.

Experience:

1. Two years of experience in code enforcement, building inspections, or related field.

2. Working knowledge of various codes, including nuisance regulations, zoning regulations, and property maintenance standards. Competence in this area expected within six months of employment.
3. Familiarity with construction methodologies and codes and ordinances applicable to exterior construction. Competence in this area expected within six months of employment.

Significant Responsibilities:

1. Requires ability to deal with public in general and with difficult enforcement situations, and to interpret, explain both written and verbally and enforce equitably, with firmness and tact, Village codes and ordinances relating to property maintenance and building construction.
2. Requires ability to read, interpret and determine adequacy of construction plans relevant to the position, and to compare them with construction in progress.
3. Requires ability to follow through on open cases, including maintaining records of activity, evidence, and correspondence, as needed.
4. Requires ability to establish and maintain effective working relationship with Village employees, developers, contractors, property owners and Village residents.

Working Conditions and Physical Abilities:

Work requires physical strength and agility necessary to perform job functions under all kinds of weather conditions. Work activities include combinations of sitting, standing and walking. Position occasionally requires climbing ladders and walking on uneven surfaces. Work also requires the ability to see, hear and smell in order to detect problems and be responsive to customer, team member and personal safety. Must be able to work under stressful conditions at times. Position occasionally requires exposure to garbage and unsanitary conditions, and may require work in confined spaces.