



Department: Building and Housing/ Village Hall

Location Village Hall: 21801 Torrence Ave

Job Title: Code Enforcement Officer

Classification: Exempt Part-Time Only

Pay Range: Salary in accordance to the CBA

Job Summary

Under general supervision, performs a variety of technical duties in support of the Village's local code enforcement program; monitors and enforces a variety of applicable ordinances, codes, and regulations related to zoning, land use, nuisance housing, building codes, health and safety, blight, graffiti, water waste, and other matters of public concern; and serves as a resource and provides information on Village regulations to property owners, residents, businesses, the general public, and other Village departments and divisions.

Essential Job Functions

- Conducts inspections and re-inspections of single-family rental properties, which includes: conducting site visits; inspecting properties; inputting results of inspections into applicable database; generating notice letter to owners regarding violations; verifying completion and abatement of violations; and/or, performing other related activities.
- Performs pro-active and complaint-generated inspections of various neighborhoods and commercial locations, enforcing and ensuring compliance with applicable Village zoning codes, sign codes, nuisance abatement, parking violations, housing codes, dangerous building abatement, and/or other applicable issues. Secures vacant structures and/or provides temporary repair work on downed fences.
- Performs a variety of administrative activities in support of departmental operations, which may include: reviewing and responding to a variety of correspondence; responding to requests for information from citizens, internal departments, and external agencies; documenting case responses in applicable database; assisting in the review of notices; interpreting ordinances; preparing case file information for presentation to applicable Board Mtgs; and/or, performing other related activities.
- Conduct Permit Audit (For Sale Sign and General Permits)
- Coordinate Derelict Car Program
- Coordinate vacant house audit.
- Issuance of warnings and tickets; Prepare cases and attend municipal court.
- Interface with other departments when necessary for information in resolving issues.
- Partner with Police Department in identify derelict cars, trucks, boats, trailers and other miscellaneous vehicles.
- Performs other duties as assigned.

Requirements – educational, certifications and experience

- High School Diploma or G.E.D.
- Three years of progressively responsible code enforcement experience.
- Registration as a Code Enforcement Officer **a must**.
- Intermediate Code Enforcement Certification within one year of hire.
- Neat and presentable always (due to constant interface with the public); Team orientated; Dependable and reliable.

- Knowledge of code enforcement principles and practices.
- Knowledge of building inspection principles, practices, and methodologies.
- Knowledge of applicable Federal, State, and Local laws, code, ordinances, rules, regulations, policies, and procedures.
- Certification as a Code Enforcement Officer issued by the CACEO and/or. (AACE) American Association of Code Enforcement **must have**.

Physical Requirements

Primary functions require sufficient physical ability and mobility to work in an office and field environment; to stand, stoop, reach, bend, kneel, squat, climb ladders, and walk on uneven terrain, loose soil, and sloped surfaces; to lift and/or carry light weights; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; ability to operate a vehicle to travel to various locations; and to verbally communicate to exchange information.

Occasional lifting and carrying up to 30 pounds

Work is typically performed in both standard office and outdoor environments, with potential exposure to adverse weather conditions. Occasional exposure to the risk of electric shock, fumes, airborne particles, infectious diseases, and criminal suspects.

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Indoor and outdoor environments; work alone; travel from site to site; incumbents may be exposed to noise, dust, inclement weather conditions, and potentially hostile environments.

For employment consideration please apply at Village Hall – Municipal Building, 21801 Torrence Avenue, Sauk Village, Illinois 60411. You may obtain the application from our website: <https://www.saukvillage.org/>

Village of Sauk Village is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.