

Position: Code Enforcement Officer **Department:** Community Development
Supervisor: Community Development Director **Classification:** Part-Time/Seasonal
Max 500 hours per year
Hourly: \$15.00
(not benefit eligible)

The Village of Shorewood welcomes applications for a seasonal part-time, Code Enforcement Officer within the Community Development Department.

Candidates may obtain an application online at www.vil.shorewood.il.us or at the Village Hall, One Towne Center Blvd. Application and resume can be submitted to Toni Dulny, Deputy Village Clerk. Applications accepted until position is filled. EOE Full job description available upon request.

Purpose of Position

The seasonal, part-time Code Enforcement Officer provides inspection and enforcement of village codes, ordinances and regulations as they pertain to property maintenance, land use, zoning, signage and nuisance abatements. Work is generally performed April through October, Monday through Friday, three (3) days a week between 8:00 a.m. to 4:30 p.m., but occasionally hours outside of this work schedule (evening and weekend) may be required.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Perform inspections related to violations regarding property maintenance, building permit, zoning code and any applicable village ordinances.
- Respond to resident inquiries and complaints, including investigating residential and non-residential property maintenance and zoning complaints received by the Community Development Department.
- With assistance from the Community Development Director, interpret codes and ordinances.
- Assist the Code Enforcement Clerk with maintenance of a comprehensive record keeping system for code enforcement documents.
- Issue warnings and citations, and appear in court as necessary to testify regarding violations.
- Demonstrate professionalism, courtesy, and diplomacy while communicating with the public in person, on the phone, via email and in contentious or confrontational situations.

- Follow appropriate safety practices and procedures while conducting inspections.

Qualifications and Experience

- High School Diploma or equivalent. Preferred at least one to three (1-3) years of field experience related to building, zoning, construction and/or code compliance.
- Possession of a valid Illinois driver's license and safe driving history.

Additional Requirements

- Passage of a pre-employment physical examination and drug test.
- Ability to operate personal computers and mobile devices and their related software, copiers, and scanners, as well as accurately record and transmit information using such office machinery. Ability to read basic plans and related documents is a plus.
- Ability to work independently, which involves independent judgement and action within limits defined by the supervisor.