



External Job Posting

Title: Code Compliance Inspector (Part-time)
Department: Community Development
Hiring Range: \$24.00-\$30.00 DOQ
Benefits: IMRF eligible, Paid Holiday Leave, 457 Retirement Plans
Closing Date: Open Until Filled

Description of Primary Purpose: Ensures compliance with municipal codes and regulations. Conducts field inspections of properties, structures, and buildings to ensure safe conditions that are fit for human occupation and use. Ensures that minimum standards for construction are met and works to identify and enforce relevant requirements in a fair and equitable manner. The working hours of this position are Monday-Friday approximately 15-20 hours per week.

Education and Experience: High school diploma or GED equivalent. Can communicate professionally and effectively with a wide audience from residents to industry professionals and Village staff. Ability and willingness to learn municipal code requirements. Provide a high level of customer service to the public and professionals through tactful but firm facilitation of code compliance as necessary. Knowledge of how to enter and retrieve information from database systems and software programs using a computer or mobile device.

Preferred Knowledge and Skills: Broad experience in several areas of inspection and demonstrated technical skills and abilities. Knowledge of the principles and practices of municipal code enforcement and methods for conducting field site inspections. ICC Property Maintenance Code Certification.

Required Certificates, License and Registrations: A valid driver's license required.

Physical/Mental Requirements:

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

On-the-job time is spent performing a variety of physical activities. Performing the work requires the employee to stand/walk/sit/talk or hear; to use hand to finger, handle, feel or operate; to climb or balance; to stoop/ kneel, crouch or crawl; and to reach with hands and arms. Must occasionally lift and/or move objects up to 40 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. Inspection aspect of the position will require use of ladders, climbing or descending steep slopes/navigating uneven ground/ working on a precipice/ or functioning in tightly confined places. An inspector may be exposed to cold, wet/ hot and humid weather conditions.

How to Apply: Please submit your cover letter including desired hourly rate, and a resume with the subject line "PT Code Inspector" via email to Jeni Houtz, Human Resources Manager at jhoutz@libertyville.com.