



# Village of Round Lake

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[www.roundlakeil.gov](http://www.roundlakeil.gov)

## **POSITION ANNOUNCEMENT**

### **Code Enforcement Inspector Position**

The Village of Round Lake, Illinois (population 18,721) is seeking applicants for a full time Code Enforcement Inspector to join the Community Development Department.

**General Duties:** The position, under the general supervision of the Director of Economic & Community Development, is responsible for performing inspections and responding to complaints to ensure compliance with the Village of Round Lake Building Codes, Property Maintenance Code and related regulations.

**Position Qualifications:** Qualified candidates will have a high school diploma or equivalent, with one to three years of general building construction, building inspection, or code enforcement experience. International Code Council (ICC) Property Maintenance certification or ability to obtain certification within 6 months of employment is preferred. Bi-lingual (English/Spanish) is highly desirable.

**Starting Salary & Benefits:** The starting annual salary is \$53,012. Benefits include participation in the Illinois Municipal Retirement Fund (IMRF), medical, dental and vision coverage, life insurance, and voluntary participation in a deferred compensation program (457 plan).

**Hours Per Week:** Monday through Friday 8:00 am – 4:30 pm.

**To Apply:** Interested candidates should submit a cover letter, resume, and three (3) professional references to Human Resources at [hr@roundlakeil.gov](mailto:hr@roundlakeil.gov). Resumes will be accepted until April 19, 2024.

**Selection Process:** Applicants will be reviewed and the candidates deemed most qualified will be invited to continue in the process. Offers of employment will be conditioned upon successful background check with fingerprinting and pre-employment drug screen.

**The Village of Round Lake is an Equal Opportunity Employer. Please contact Human Resources if you require assistance applying.**



# Village of Round Lake

## Job Description

Effective Date: March 2024

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Job Title: Code Enforcement Inspector  
Department: Community Development  
Union: Non-Union  
Reports to: Director of Economic & Community Development  
FLSA Status: Non-Exempt  
Compensation Grade: 4

### **I. GENERAL STATEMENT OF DUTIES:**

This position, under the general supervision of the Director of Economic & Community Development, is responsible for performing inspections and responding to complaints to ensure compliance with the Village of Round Lake Building Codes, Property Maintenance Code and related regulations.

### **II. ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Inspect all existing primary and secondary structures as required to assure compliance with Building, Property Maintenance, Zoning and Village Codes.
- Assist general public with questions and concerns regarding permit applications, information requests, code violations, and provide advice for code compliance.
- Research codes and ordinances in regards to alleged violations, notify violators of code violations and code provisions.
- Enter, maintain, and retrieve as necessary information regarding violations, building permits, and other documents from the computer using specialized software.
- Investigate complaints related to property maintenance, zoning, or other ordinance violations.
- Issue notices and perform follow-up inspections to ensure correction and compliance.
- Collect evidence for files that will be presented in court, issue citations as necessary and appear in court to testify as a witness if necessary.
- Conduct annual business inspections.
- Perform rental occupancy inspections.
- Maintain records, reports, and daily log of all work performed.
- Attend relevant meetings and classes as necessary.
- Respond to Cen-Com call out requests to determine safety of damaged structure.

### **III. ADDITIONAL TASKS AND RESPONSIBILITIES:**

- Follow all safety regulations, policies and procedures.
- Perform other duties as assigned or required which are reasonable within the scope of duties.

### **IV. KNOWLEDGE, SKILLS, AND ABILITIES**

- Ability to establish and maintain effective working relationships with Village officials, employees, and officials of other governmental bodies; ability to meet and work with contractors, engineering firms, suppliers, and the general public.
- Ability to effectively communicate verbally, in person, over the phone, and in writing.
- Ability to firmly and tactfully enforce regulations.
- Ability to research, interpret and explain codes.

**V. QUALIFICATIONS:**

- High School diploma/equivalent
- One (1) to three (3) years in general building construction, building inspection, or code enforcement with International Code Council (ICC) Property Maintenance certification or ability to obtain certification within 6 months of employment
- International Code Council certifications desirable
- Valid Driver License
- Any equivalent combination of education and experience that provides the required knowledge, skill, and abilities will be considered
- Bi-lingual (English/Spanish) is desirable

**VI. PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the responsibilities associated with this position. The environmental demands described here are representative of those an employee encounters while performing the duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be required to crawl, balance, climb, bend stretch, kneel, walk for extended distances and use hands and fingers to handle equipment. The employee may be occasionally required to drive or sit for an extended period of time.

**VII. WORKING CONDITIONS:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to work outdoors in a variety of weather conditions and is subject to occupational hazards associated with construction field. Specific visual demands required by this job include close, distance, peripheral, and color vision, depth perception, and the ability to adjust focus. Field work is performed in a moderately loud environment; some duties require office work in a moderately quiet environment.

**The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.**

**The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**

**The Village of Round Lake is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.**