



THE VILLAGE OF SCHILLER PARK

Opportunity: Part Time Code Enforcement Officer

Reports to: Reports to the Zoning and Planning Coordinator

This position for the Village is responsible for enforcing codes related to property maintenance, buildings, and standards for multi-family housing units and hotels. This is a most critical position in ensuring safety and compliance for residents and businesses.

Core Responsibilities

- On-site inspections, reports, follow-up on complaints, and resolving problems
- Follow-up on all corrective actions to be taken
- Ensure owners are current in maintenance of their properties throughout the Village.
- Works with other inspectors and report to departmental staff as required.
- Must work well independently and as a team member to meet Village and Department needs.
- File department documents, maintain databases, provide customer support in answering phones and in-person service.

Qualifications

- Minimum high school diploma or equivalent.
- 2-3 years previous municipal experience.
- A current ICC Certification in Property Maintenance & Housing, and/or Fire Inspector 1 Certification is a plus
- Valid IL Class D Driver's License.

The salary range for this opportunity is \$25.00 - \$30.00 per hour and dependent on experience and qualifications. Employment with the Village is contingent upon successful completion of reference checks, drug screen and background check.

If you are genuinely interested in this opportunity with the Village, please submit your resume and three professional references to Human Resources: dschmidt@schillerparkil.us. Posting in effect until position August 15, 2023.