



**THE VILLAGE OF SCHILLER PARK
PART TIME HOUSING INSPECTOR OPPORTUNITY**

The Village of Schiller Park is now accepting applications for a Part-Time Housing Inspector in the Community Development Department.

This is a part-time position with the Village for 20-25 hours per week. The selected applicant will be responsible for enforcing codes related to property maintenance, building, and standards for multi-family housing units and hotels. Typical tasks include on-site inspections, reports, follow-up on complaints, and resolving problems, and ensuring owners are current in maintenance of their properties throughout the Village. The selected candidate will work with other inspectors and report to the Zoning and Planning Coordinator. This position requires an individual who can work well independently and as a team member to meet Village and Department needs.

The right candidate must ensure follow-up that any corrective actions are taken for compliance, file department documents, maintain databases, provide customer support in answering phone calls and in-person service to Department visitors.

The position qualifications:

- Minimum high school diploma or equivalent
- ICC Certification in Property Maintenance/Housing, or Fire Inspector 1 Certification is a plus
- A valid IL Class D Driver's License
- Previous municipal experience is a plus

The salary range for this position 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, a drug screen and background check.

If you are genuinely interested in the position and meet the required qualifications, please send your resume including three references to Human Resources: dschmidt@schillerparkil.us by August 15, 2023.