

Mayor Darren E. Bryant

Village Administrator
Shuntai Sykes
Village Treasurer
Margaret Newell
Village Clerk
Sharon S. Dyson



OFFICE OF ADMINISTRATION

Board of Trustees

David R. Dyson
Ernest Maxey Jr.
Tiffany S. Robinson
Gregory N. Jackson
Michael Collier Sr.
Thomas Harper Jr.

JOB DESCRIPTION

JOB TITLE: *Code Enforcer I*

FLSA/ STATUS: Non-Exempt; Part time

SALARY \$15.00

SUPERVISOR: Buildings Director

SUMMARY

Under the direct supervision of the Building Director, the Code Enforcer *I* will be responsible for inspecting, enforcing, and investigating property maintenance through municipal, zoning, buildings, and other Village codes to ensure the enhancement of the community is maintained to protect the safety and visual appearance for all citizens we serve.

ESSENTIALS FUNCTIONS:

- Maintain digital and physical file documents for all code enforcement events.
- Assist with establishing departmental policies and procedures for addressing customer complaints, standard operating procedures, and reporting components.
- Investigate various properties throughout Robbins for municipal, maintenance, and zoning code violations.
- Perform proper property research and follow reporting procedures prior to issuing code violations.
- Ensure verification for active permits and code compliance are performed
- Confer with and provide information to property owners and others regarding code requirements and Village policies and procedures as applicable.
- Resolves complaints, concerns, and inquiries in compliance with department standards.
- Collect, create, and maintain documentation as evidence for court case use.
- Attending court cases as needed to present evidence, testify, and/or documents events of case. Including adjudication hearings as required.
- Attend regular training sessions to assist with developing and maintaining Property Maintenance Codes, Municipal Codes, Zoning Ordinances, and code enforcement methods and updates as applicable.
- Contribute to the efficiency and effectiveness of the department's customer service by
- offering suggestions and participating as an active member of a team.
- Use a variety of standard office equipment, including a computer, landline phone, fax machine, postage machine, etc. to perform work.
- Demonstrate courteous and cooperative behavior when interacting with public and staff; act in a manner promoting a harmonious and effective workplace environment.
- Perform work supervised and unsupervised in compliance with department standards, adhering to competitive deadlines.
- Other duties as assigned within the scope of the building department.

QUALIFICATIONS:

The requirements listed below are representative of the education, experience, and/or skills required to perform the essential duties of this position.

EDUCATION AND EXPERIENCE:

- High School Diploma or equivalent (required).
 - Two years college course work in construction technology, or a field related to the work or completion of a recognized apprenticeship in a recognized trade (preferred).
- At least two years of previous experience as a Code Enforcement Officer OR related field (preferred).
- Possess a valid driver's license and IL minimum insurance coverage.
- Possess a current ICC Certification as a Property Maintenance Inspector- preferred (Must obtain within 12 months of employment)

REQUIRED KNOWLEDGE AND SKILLS

- Ability to read, write, and/or perform, proper English and business mathematics.
- General understanding of best building practices and regulations for property maintenance.
- Ability to quickly grasp concepts, materials, and terminology for the code enforcement of applicable codes and regulations.
- Ability to operate office equipment including computer software i.e., Outlook, Word, Excel.
- Ability to maintain calm demeanor and even tempered when dealing with high pressure situations.
- Keen sense of direction and understanding of geographical margin for Robbins.
- Ability to understand and carry out verbal and written directives as instructed.
- Physically fit to perform various industrial, commercial, and residential inspections
- Lift and carry 30 lbs. or more at any given time.

WORKING ENVIRONMENT

- Sitting or standing for extended periods of time.
- Perform bulk of work on computer
- This position may require you to travel 20% of the time to Court, Village Business, or Training.
- Subject to adverse weather conditions including heat exposure and low temperatures.
- This position may be required to bend, kneel, stand, sit, push pull, jump, climb, or stoop for extended periods of time.

This job description is not intended to be construed as an exhaustive list of duties, responsibilities, skills, or education for the position described above. At the discretion of the Village of Robbins "Village" this job description may be amended at any time for any reason without cause.