



**VILLAGE OF HOFFMAN ESTATES
JOB DESCRIPTION
CODE ENFORCEMENT OFFICER**

EFFECTIVE DATE: February 4, 2022

DEPARTMENT: Development Services / Code Enforcement	WORK LOCATION: Village Hall		FLSA STATUS: Non-Exempt
CLASS CODE: 3400	RANGE: 16	PENSION: IMRF	UNION: NU
REPORTS TO: Property Maintenance and Rental Program Supervisor	LEVEL OF SUPERVISION RECEIVED: General Direction		LICENSE/CERTIFICATES: IL Class D driver's license required at hire and must be able to obtain certification as an ICC Property Maintenance & Housing Inspector, or AACE equivalent within 6 months of employment.

SUMMARY:

Performs a variety of routine and complex work in the interpretation and enforcement of adopted codes and related rules and regulations.

Responds to and interacts with residents, businesses, property owners, employees, and/or others within and outside the organization in a courteous, professional, and effective manner.

Inspects properties to determine compliance with the International Property Maintenance Code, and other codes.

JOB NO.	ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES	FREQUENCY
1.	Routinely patrols and inspects properties throughout the Village to monitor compliance with local codes using Village vehicle for transportation. Documents violations, enters and maintains both paper and computer files and sends out correspondence to property owners requesting compliance. Meets with property owners, tenants, residents, contractors, developers, businesses, etc. to review and explain code requirements and violations or potential violations; secures code compliance. Coordinates efforts, with administrative staff, other departments, the legal staff and other team members as necessary.	Daily 20%
2.	Conducts routine inspections under the Village's Residential Rental Housing Program. Documents inspection results, communicates with tenants, owners, and property managers regarding items needing correction, and coordinates with administrative staff. Consults with technical building staff on complex issues, as necessary.	Daily 40%
3.	Responds to and documents complaints of alleged code violations relating to signage, building occupancy, nuisances, housing conditions (exterior and interior), land use, zoning, dumping, polluting, or other code related matters. Provides information to persons who request information or assistance in code enforcement related matters.	Daily 20%
4.	Drafts and distributes a variety of correspondence, memoranda, notices, flyers, brochures and reports relating to code enforcement issues and actions. Maintains a variety of logs and records related to inspection and enforcement activities; prepares recommendations for amendments and additions to codes or regulations, which relate to the position.	Daily 10%
5.	Prepares and issues citations in accordance with necessary laws and procedures. Reviews cases being prepared for trial with emphasis on the evidentiary and legal issues crucial to successful prosecutions. Prepares detailed reports of activities and investigations made; consults with prosecutors and prepares case reports for court action; testifies in court. Assists in obtaining, preparing and presenting exhibits or other evidence in court as required.	Monthly 20%
6.	Routinely coordinates customer service complaints related to improper storage and set out of garbage, recycling, landscape waste, brush, etc. and the investigation of illegal dumping complaints. Will routinely stop at properties where these items have been improperly prepared to educate residents on the collection system and special pick up requirements.	Weekly 20%
7.	Routinely removes signs illegally posted in the public right of way. Also notifies property owners regarding work being done without required permits and reports this to the Building Official.	Weekly 10%

8.	Follows Village-wide and departmental safety rules and practices.	Daily 100%
9.	Operates listed tools and equipment. PC using network application, computer keyboard, telephone, copy machine, fax machine, motor vehicle, cell phone and writing utensils.	Daily 90%

JOB NO.	OTHER RELATED DUTIES
1.	Assists in answering questions and complaints via phone or in person.
2.	Performs other duties as required or assigned.

SUPERVISORY RESPONSIBILITIES: (Select one – required)

None required

Supervisory responsibilities are required to be carried out in accordance with the organization's policies and applicable laws. **(List specific responsibilities below)**

EDUCATION, EXPERIENCE AND COMPUTER SKILLS:

The designated education and experience levels best describe the minimum requirement needed to fulfill the essential job functions. However, any combination of equivalent education or experience may be considered.

Education Level (Select one - required)

- High school education with vocational training
- High school diploma or general education degree (GED)
- Two or more years of college coursework in related field
- Associate's degree (A.A.) from two-year college or technical school
- Bachelor's degree (B.A.) from four-year college or university
- Master's degree (M.A.)
- Doctoral degree (Ph.D.)
- _____ Degree or coursework should be in...

OR

Experience Level (Select one - required)

- No prior experience or training required
- Six months to one year related experience
- One to two years related experience
- Two to four years related experience
- Four to ten years related experience

Additional Experience (Select as appropriate)

- _____ Experience in supervisory capacity...
- _____ Experience in management capacity...
- _____ Must meet the requirements as set by the Fire & Police Commission

Computer Skills (Select as appropriate)

- Entry and processing of data
- Word Processing data
- Spreadsheet software
- Database software
- Specialized applications:

COMMUNICATION SKILLS:

English Language/Communication Skills (Select one)

- Basic skills Ability to read, comprehend, listen to and follow basic verbal or written instructions and provide appropriate feedback. Ability to read, comprehend and/or create routine correspondence and memos using proper spelling, grammar, punctuation and sentence structure. Ability to effectively convey information one-on-one or to small groups of employees or customers.
- Intermediate skills Ability to read, comprehend, listen to and follow complex verbal or written instructions from multiple sources. Ability to provide appropriate feedback by asking probing questions and/or suggesting alternative approaches. Ability to read, comprehend, create and explain to others complex correspondence, reports and/or manuals. Ability to convey procedures and policies one-on-one or in groups to employees or customers.
- Advanced skills Ability to read or interpret all types of documents including safety rules and regulations, and procedure manuals. Ability to create and edit reports and correspondence from varied source material using appropriate style and format. Clearly convey instructions to employees or team. Ability to speak clearly and effectively before groups of customers answering questions appropriately.
- Business skills Ability to read, research, and analyze general business periodicals, professional journals, technical reports, finance documents or government laws and regulations. Ability to write reports, business correspondence, manuals and draft policies and procedures. Ability to effectively make presentations and respond to questions from groups of managers, customers, citizens, or other agencies.
- Specialized skills Ability to read, analyze and interpret professional, scientific, or technical manuals, procedures, plans, schematics, maps, blueprints, licenses, and/or legal documents. Ability to respond to inquiries from managers, customers, business community or regulatory agencies. Ability to draft responses to complex or technical issues and/or effectively present technical concepts or information to managers, customers, or other agencies in concise understandable terms.

Foreign Language Skills (Complete if applicable)

- Fluency in foreign language skills is:
- A Plus
 - Preferred
 - Required
- Ability to speak and/or read, write and comprehend...

Required Language:

REQUIRED COMPETENCIES:

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The required competencies listed below are representative of the knowledge, skills, and/or abilities required for successful job performance.

WORKING KNOWLEDGE OF:

- Code enforcement principles, practices and methods as applicable to a municipal setting.
- Applicable laws, standards and regulations relating to land use, zoning, nuisance and public safety codes.
- Inspection techniques.

ABILITY TO:

- Prepare, organize and maintain inspection field data, reports and systems.
- Analyze complex situations, problems and data and use sound judgment in drawing conclusions and making decisions.
- Comprehend and articulate complex facts and relationships in detail and summarize and write clearly, concisely and legibly and testify in court in an objective, concise and professional manner.
- Produce or obtain reports, graphs, charts, photographs for evidence or exhibits.
- Follow verbal and written instructions.
- Respond to and interact with customer, employees and others within and outside the organization in a courteous and professional manner.
- Respond to and educate irate and upset property owners while remaining calm and professional.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodations.

(mark all 17 activities)

----- Amount of Time -----

<u>Physical Activity</u>	None	Less than 1/3	1/3 to 2/3	More than 2/3
Stands	_____	_____	X	_____
Walks	_____	_____	X	_____
Sits	_____	_____	_____	X
Uses fingers in a repetitive motion	_____	X	_____	_____
Uses hands to grasp, finger, handle, or feel	_____	_____	_____	X
Reaches with hands and arms above shoulder	_____	X	_____	_____
Climbs or balances	X	_____	_____	_____
Twists or turns	_____	X	_____	_____
Stoops, kneels, crouches, bends, or crawls	_____	X	_____	_____
Pulls, pushes, or carries	_____	X	_____	_____
Talks or hears	_____	_____	_____	X
Tastes or smells	X	_____	_____	_____
Operates a motor vehicle or heavy equipment	_____	_____	_____	X
Lifts or move 0 to 10 pounds (sedentary)	_____	_____	_____	X
Lifts or move 10 to 20 pounds (light)	_____	_____	X	_____
Lifts or move 20 to 50 pounds (moderate)	_____	_____	X	_____
Lifts or move 50 to 100 pounds (heavy)	X	_____	_____	_____

VISION DEMANDS:

The vision demands described here including the ability to adjust focus, close vision, sharpness of vision, depth perception, peripheral vision, distance vision, hand-eye coordination or as otherwise specified by the Board of Fire and Police Commissioners, are representative of those that must be met by an employee to successfully operate the tools and equipment needed to perform the essential functions of this job.

Other Vision Demands (select if applicable)

Absence of color blindness

Corrected vision of...

As required by the State of Illinois to operate a motor vehicle

Uncorrected vision of...

As required by the State of Illinois to operate a motor vehicle

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job with or without reasonable accommodations.

(mark all 15 conditions)

<u>Environmental Conditions</u>	----- Amount of Time -----			
	None	Less than 1/3	1/3 to 2/3	More than 2/3
Customary indoor conditions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Customary outdoor weather conditions including extreme cold, extreme heat, and wet or humid conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Non-weather conditions: extreme cold, extreme heat, and wet or humid conditions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works near moving mechanical parts	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works in high precarious places, underground, or confined spaces	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flying debris or airborne particles	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire, smoke, fumes, gases, or noxious odors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toxic or caustic chemicals, aerosols, liquids, solvents or oils	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk of electrical shock	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works with explosives or risk of radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vibration	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme illumination	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Low noise level (Normal voice tones)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Moderate noise level (Raised voice levels)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
High noise level (Shouting/ear protection may be needed)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The information listed above reflects minimum standards and illustrations of the various types of work that may be performed. The omission of specific job functions, requirements or tasks does not exclude them from the job if the work is similar, related or a logical extension of the work assigned.

This job description does not constitute an employment agreement between the employer and employee.

Recommended Approval:

Peter Gugliotta

Department Director

Reviewed Approval:

[Signature]

Human Resources Management Director

Approved:

[Signature]

Village Manager

Effective Date: **9/14/2015** _____

Revision Date: **2/4/2022** _____