



**VILLAGE OF HOFFMAN ESTATES  
JOB DESCRIPTION**

**SEASONAL PART TIME CODE ENFORCEMENT INSPECTOR**

*EFFECTIVE DATE:* February 15, 2022

<b>DEPARTMENT:</b> Development Services / Code Enforcement	<b>WORK LOCATION:</b> Village Hall		<b>FLSA STATUS:</b> Non-Exempt
<b>CLASS CODE:</b> 1915	<b>RANGE:</b> Seasonal 13	<b>PENSION:</b> None	<b>UNION:</b> NU
<b>REPORTS TO:</b> Property Maintenance and Rental Program Supervisor	<b>LEVEL OF SUPERVISION RECEIVED:</b> General Direction		<b>LICENSE/CERTIFICATES:</b> Illinois Class D Driver's License

**SUMMARY:**

Performs a variety of inspections related to property maintenance and code enforcement.

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

<b>JOB NO.</b>	<b>ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES</b>	<b>FREQUENCY</b>
1.	Routinely patrols and inspects properties throughout the Village to monitor compliance with local codes using Village vehicle for transportation. Documents field conditions and/or violations. 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 other members of the Code Enforcement Division, other Village departments and Corporation Counsel.	Daily 80%

2.	Routinely removes signs illegally posted in the public right of way when identified and can be removed safely. Reports work being done without required permits to their supervisor.	Daily 80%
3.	Routinely patrols the Village identifying properties where garbage, recycling or yard waste has been improperly stored or prepared for collection. Will routinely stop at properties to educate residents on the Village collection program and special pick-up requirements/options.	Daily 80%
4.	Responds to and documents complaints of alleged code violations relating to signage, building occupancy, home occupations, nuisances, housing conditions, zoning, or other code related matters. Provides information to persons who request information or assistance in code enforcement related matters.	Daily 50%
5.	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. Assists Code Enforcement Officers in obtaining and preparing exhibits or other evidence for court as required. Appearance in court may be required.	Daily 50%
6.	Operates and properly maintains all tools and equipment needed to perform the essential job functions and responsibilities listed above; PC using Microsoft Office and/or network applications, computer keyboard, motor vehicle, digital camera, telephone, copy machine, fax machine, writing utensils, while adhering to all Village policies, procedures, safety rules and practices.	Daily 100%

JOB NO.	OTHER RELATED DUTIES
1.	Assists in answering Division phones and aids residents and contractors at the front counter.
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:**

Basic code enforcement principles inspection techniques.

Ability to comprehend applicable codes and ordinances related to property maintenance, building and zoning.

**ABILITY TO:**

Prepare, organize and maintain inspection field data, reports and violation notices.

Analyze complex situations, problems and data and use sound judgment in drawing conclusions and making decisions.

Comprehend and articulate facts and relationships in detail; summarize and write clearly.

Testify in court. Produce or obtain reports, codes/ordinances, photographs for evidence or exhibits.

Follow verbal and written instructions.

Respond to and interact with customers, employees and others within and outside the organization in a courteous and professional manner.

**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	_____	_____	<u>  X  </u>	_____
Walks	_____	_____	<u>  X  </u>	_____
Sits	_____	_____	_____	<u>  X  </u>
Uses fingers in a repetitive motion	_____	<u>  X  </u>	_____	_____
Uses hands to grasp, finger, handle, or feel	_____	_____	_____	<u>  X  </u>
Reaches with hands and arms above shoulder	_____	<u>  X  </u>	_____	_____
Climbs or balances	<u>  X  </u>	_____	_____	_____
Twists or turns	_____	<u>  X  </u>	_____	_____
Stoops, kneels, crouches, bends, or crawls	_____	<u>  X  </u>	_____	_____
Pulls, pushes, or carries	_____	<u>  X  </u>	_____	_____
Talks or hears	_____	_____	_____	<u>  X  </u>
Tastes or smells	_____	<u>  X  </u>	_____	_____
Operates a motor vehicle or heavy equipment	_____	_____	_____	<u>  X  </u>
Lifts or move 0 to 10 pounds (sedentary)	_____	_____	_____	<u>  X  </u>
Lifts or move 10 to 20 pounds (light)	_____	_____	<u>  X  </u>	_____
Lifts or move 20 to 50 pounds (moderate)	_____	_____	<u>  X  </u>	_____
Lifts or move 50 to 100 pounds (heavy)	<u>  X  </u>	_____	_____	_____

**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)**

<b><u>Environmental Conditions</u></b>	----- 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 type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" 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:

  
\_\_\_\_\_  
Department Director

Reviewed Approval:

  
\_\_\_\_\_  
Human Resources Management Director

Approved:

  
\_\_\_\_\_  
Village Manager

Effective Date: \_\_\_\_\_

Revision Date: \_\_\_\_\_