

CODE ENFORCEMENT OFFICER - COMMUNITY DEVELOPMENT SPECIALIST

DISTINGUISHING FEATURES OF WORK:

Subject to administrative approval and under the direction of the Building Commissioner, performs the following tasks: interprets, administers and carries out the enforcement of Village of Westmont's Code of Ordinances; enforces municipal codes relating to health, safety, welfare and property maintenance codes and ordinances (Currently adopted model codes, with local or state amendments, include: the 2011 NEC, 2012 I-Codes, 2014 IL Plumbing Code and the 2015 IECC); conducts small permit reviews and inspections.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Performs daily patrols, inspects vacant structures, investigates complaints of building and zoning violations and work without a permit; issues a "stop work order" (or citation) as warranted.
- Documents violations (pictures, videos, etc.), advises violators (via proper method of service), guides the compliance process (composes corrective actions and conducts follow up if needed) and, if necessary, maintains documentary evidence, issues citations and appears in court.
- Maintains computer based records and generates reports as needed.
- Provides technical assistance to owners, tenants, developers, builders, business people and the general public to explain code requirements, permit procedures, etc.
- Processes code violation cases through the Village's Municipal Adjudication process.
- Plans, coordinates and performs department activities to enforce the adopted International Property Maintenance Code (with local amendments) and relevant sections of the Westmont Code of Ordinances (Municipal Code), including enforcement of building, housing, electrical, plumbing and zoning codes, nuisance, animal and fowl codes and sign ordinances.
- Enforces Community Development Department permitting procedures for construction projects, including reviewing applications and site drawings with Village staff for residential, industrial and commercial buildings to ensure that all construction is in compliance with required standards, codes and ordinances, long term developmental objectives of the Village and standard planning practices, including, but not limited to, building/housing, electrical, plumbing, stormwater, zoning, sign and land development and soil erosion codes and interpreting and making determinations of or on the various codes.
- Performs plan reviews for small permits, including, but not limited to, fences, pavement flatwork, patios/decks, pools and signs.
- Performs corresponding inspections for approved small permits.
- Utilizes the Department's electronic records system.
- Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Certifications

- Requires knowledge, skill and mental development equivalent to the completion of two years of college with an emphasis in engineering, architecture, construction technology, public administration or a related field or equivalent work history.
- Requires knowledge, skill or equivalent work history in public safety, code enforcement, property maintenance, engineering, architecture, construction technology, public administration or a related field;
- Possess and maintain ICC Property Maintenance and Housing Inspector certification or have the ability to

CODE ENFORCEMENT OFFICER - COMMUNITY DEVELOPMENT SPECIALIST

obtain within one year of hire. Permit Technician Certification, Zoning Inspector, Residential Building Inspector and/or Residential Plan Reviewer strongly preferred.

Experience

- Requires three to five years of progressively responsible experience with code enforcement and administration
- Requires one to three years of progressively responsible experience with plan review and construction inspections.
- Requires knowledge of municipal building, environmental, property maintenance, and zoning codes, rules, ordinances and regulations.
- Requires knowledge of and experience with municipal adjudication principles and procedures.
- Experience with development and implementation of an electronic records system is strongly preferred.

Skills and Abilities

- Requires ability to work independently with minimal supervision and assistance.
- Requires ability to provide accurate and sound testimony before courts of competent jurisdiction--particularly the Village's Municipal Adjudication Hearing Officer;
- Requires ability to examine plans and specifications to make interpretations and to determine whether such plans conform to the provisions of the applicable codes, rules and ordinances.
- Requires the ability to express ideas on technical subjects in a clear and concise manner in both verbal and written form.
- Requires the ability to establish and maintain effective working relationships with Village employees and the general public.
- Requires possession of a valid Illinois Vehicle Operator's License in the appropriate classification required by law.
- Proficiency in Google suite preferred.
- Proficiency with Community Development (Building and Zoning) tracking and permitting software preferred.

PHYSICAL DEMANDS:

The physical demands described here are representative of, but are not limited to, those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Requires physical ability to inspect buildings and other outdoor and indoor construction sites and properties in order to determine compliance with Village codes.
- Requires ability to work under a variety of conditions which include walking on uneven ground.
- Requires physical ability to access difficult spaces which include bending, kneeling and climbing.
- Requires physical ability to withstand working outside in a variety of weather conditions.
- Requires physical ability to operate standard office equipment, which may include copiers, computers, fax machines, mailing machines, smart phones, tablets, etc.
- Requires physical ability to reach into file drawers in standard four-drawer filing cabinets.
- Requires visual ability sufficient to effectively operate office equipment, which may include copiers, computers, etc. and visual ability to read and write reports, correspondence and instructions.
- Requires hearing ability sufficient to understand conversations with other individuals both in person and over the telephone.

CODE ENFORCEMENT OFFICER - COMMUNITY DEVELOPMENT SPECIALIST

- Requires speaking ability sufficient to communicate effectively with other individuals in person and over the telephone.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of, but not limited to, those an employee encounters while performing the essential functions of this job.

- Work under varying environmental conditions both indoors and outdoors, which may include dust, dirt, fumes, low illumination, noise, etc.
- The noise level in the work environment is usually quiet although may be exposed to loud environments occasionally at certain construction/work sites.

SAFETY RESPONSIBILITIES:

Each Department employee shall be fully responsible for implementing the following provisions of this program as it pertains to operations. The responsibilities listed below are minimums and are in no way meant to limit individual initiative to implement more comprehensive procedures.

1. Promptly report to your supervisor all accidents and injuries occurring within the course of your employment. If the hazard is not abated, notify your Department Head.
2. Cooperate with and assist in investigations of accidents to identify correctable causes and to prevent their recurrence.
3. Good housekeeping must be practiced at all times in the work area.
4. Avoid engaging in any horseplay and refrain from distracting others. Horseplay, scuffling and other acts which tend to have an adverse affect on safety or the well-being of other employees are prohibited.
5. Obey all safety rules and follow published work instructions.
6. Wear required personal protection equipment (PPE) when working in hazardous operation areas (hard hats, respirators, eye protection) in accordance with the current PPE Chart and Job Safety Analysis (JSA) Sheets. Please refer to your departments PPE Policy and Chart.
7. Obey all safety rules and follow work instructions. If any doubt exists about the safety of doing a job, stop and get instructions from your supervisor before continuing.
8. Do not handle or tamper with any electrical equipment, machinery or air or water lines in a manner not within the scope of your duties, unless you have received specific instructions.
9. Be alert to see that all guards and other protective devices are in their proper places and adjusted correctly. Each employee will report deficiencies promptly to a supervisor.
10. Arrive at work suitably attired for the job to be performed.
11. Communicate the need for safety devices, physical improvements, training and refresher courses.