POSITION AVAILABLE
POLICE DEPARTMENT

POSITION: Code Enforcement Officer – (Seasonal Part-Time)

DEFINITION: Operates under the general supervision of the Police Department Code Enforcement Supervisor and enforces Village codes and ordinances.

SHIFT: No more than thirty-five (35) hours per week Monday through Friday between 7:00 a.m. and 11:30 p.m. May be extended due to meetings, unexpected workloads, the need to contact residents regarding code violations or unusual or unplanned activities. This is a seasonal position through August 31, 2019.

EXAMPLE OF DUTIES:
- Conducts inspections of residential and commercial properties
- Investigates citizen complaints
- Issues warnings or citations to violators
- Testifies in court
- Writes reports
- Enforces Village codes
- Performs other tasks as required, or as assigned, which are within the scope of the duties enumerated pertaining to the Job Description per Department

ACCEPTABLE EXPERIENCE, TRAINING & WORKER CHARACTERISTICS:
- High school diploma or G.E.D.
- Ability to operate a telephone
- Ability to operate a motor vehicle (must have valid driver’s license)
- Ability to operate a personal computer
- Residency in compliance with Village Ordinance
- Knowledge of ordinances, codes and regulations pertaining to code enforcement
- Possession of appropriate licenses or certificates to perform inspections and operate equipment
- OR must possess the equivalent job-related work experience and/or training
- Have physical condition to climb flights of stairs; walk, stand or sit for long periods; lift and carry equipment and boxed documents; operate required equipment safely; perform minor repairs such as tire changes to motor vehicles
- Have effective audio-visual perception to make observations, read and write
- Work independently and effectively, sometimes under stress
- Communicate well and receive communications appropriately

Salary: $14.00 per hour
Date Posted: May 6, 2019

Submit application (available at Village Hall or online at www.bolingbrook.com) to the Police Department Code Enforcement Supervisor. Applications will be accepted until all positions are filled.