



**EMPLOYMENT OPPORTUNITY  
CODE COMPLIANCE INSPECTOR  
BUILDING & ZONING DEPARTMENT**

The City of Woodstock is a charming historic community of 25,528, located 55 miles northwest of Chicago on Metra rail. Listed on the National Register of Historic Places, Woodstock is a community unlike any other boasting historic 19<sup>th</sup> century buildings, dining, entertainment, accommodations, specialty shops, professional services, art galleries, and live theater. The City employs approximately 150 (full and part-time) employees in a variety of departments within the organization, such as Office of the City Manager, Building & Zoning, Economic Development, Finance, Information Technology, Human Resources, Public Library, Opera House, Police, Public Works and Recreation. Our employees work to serve the residents and strive to make the City of Woodstock the best community it can be.

**Job Summary:**

The City of Woodstock is accepting electronic applications for the role of **Code Compliance Inspector** in our Building & Zoning Department. The primary purpose of this position is to enforce compliance with applicable codes, ordinances, rules and regulations of the City by responding to citizen complaints, investigating and documenting violations and taking corrective action. This work is performed under the direction of the Building & Zoning Director.

**Essential Duties and Responsibilities:**

1. Investigates complaints regarding violations of City codes and property maintenance issues; determines validity of complaints, documents violations and advises owners/occupants of actions necessary to correct the conditions; takes measures to enforce compliance with the applicable codes. Patrols City to determine presence of other violations.
2. Prepares letters to violators or owners of property; maintains records and reports; answers requests for information relative to the Property Maintenance code.
3. Communicates with the general public relative to property maintenance violations. Meets with property owners, residents and tenants to explain and interpret City codes and policies; recommends methods for correcting violations.
4. Coordinates enforcement activity with department personnel and other City employees and outside agencies including Police, Fire, Public Works, Attorney, County Health Department, etc.
5. Uses computer to prepare letters and notices and to input data collected during investigations; accesses various computer applications to organize information. Collects and prepares data and documentary evidence on cases of noncompliance for use in court; appears and testifies at legal proceedings as required.
6. Confers with other inspectors and owners of property relative to the interpretation and application of the Property Maintenance Code and other codes, ordinances and regulations.

**Minimum Qualifications:**

1. High School diploma or equivalent.
2. Minimum two (2) years of Code Enforcement, Building Construction, or Plan Review experience. ICC Property Maintenance and Housing Inspector Certification is a plus.
3. Thorough knowledge of local codes and ordinances, State laws, and national model codes accepted practices relating to the enforcement of property maintenance, building and zoning standards.
4. Knowledge of computer applications pertaining to word processing, database development/maintenance and code enforcement and building inspections.
5. Ability to effectively communicate with the public and other staff related to building codes and related issues.
6. Ability to enforce regulations with firmness and tact, while using solid customer service skills.
7. Knowledge of City geography and the ability to work in the field with minimal supervision.
8. A valid motor vehicle operator's license and good driving record required.
9. Ability to work outside, regardless of inclement weather conditions and/or extreme/adverse temperatures.
10. Physical requirements: Visual and auditory acuity, natural or corrected; ability to perform light to moderate work requiring climbing, balancing, bending, stooping, twisting, reaching, kneeling, crouching, crawling; ability to sit to perform computer work or stand/walk for upwards of 4-6 hours per day (with breaks); ability to climb ladders and stairs; ability to work in confined spaces.

**Salary:**

The starting salary for this full-time hourly position is \$22.13/hour. Additionally, an excellent benefits package is provided including IMRF pension and health benefits.

**Application Process:**

An application for this position may be obtained from the City's website at [www.woodstockil.gov](http://www.woodstockil.gov) or by e-mailing to request one at [hrdept@woodstockil.gov](mailto:hrdept@woodstockil.gov). A current resume, cover letter and a completed City of Woodstock job application **MUST BE EMAILED to: [hrdept@woodstockil.gov](mailto:hrdept@woodstockil.gov)** The City reserves the right to select only the most qualified applicants for an interview. *The City of Woodstock is an Equal Opportunity Employer.*

**APPLICATION DEADLINE: FRIDAY, AUGUST 9, 2019 AT 5:00PM**