

The Village of Midlothian, “the Community that Pride Built” is located at 14800 S. Pulaski

**We are currently accepting applications for a Code Enforcement Officer.**

This is a part-time opportunity with the Village in the Building Dept. This position will assist in assuring regulatory inspections and enforcement of all ordinances, policies, rules, and regulations of the Village related to property/site conditions and structure safety for new and existing buildings. This includes provisions regarding the existence of nuisances and property maintenance regulations endangering the public. The understanding of construction elements is another essential part of this position.

Responsibilities include the ability to enforce and understand all court action procedures which ensure existing buildings and sites are maintained according to Village Ordinance/Building Codes. Will perform annual business license inspections. Other responsibilities include maintaining accurate work records, researching property ownership and enforcing the Rental Housing Code.
The Code Enforcement Officer will receive and process all complaints and inquiries related to enforcement of Village Property Maintenance and Housing Codes, conduct personal inspections, and follow up to ensure compliance. Must possess the ability to maintain effective working relationships, internally and externally, along with excellent oral and written communication skills.

REQUIREMENTS:
• Experience in the building trades
• IPMC Certification
• Possession of a valid Illinois Driver’s License
• Ability to perform technical inspections
• Proficient in the use of general office software and technology

Priority consideration will be given to licensed construction professionals.
Hours: 20-30 hours per week, including some Saturdays.
Starting Pay: Dependent on experience

Applications are available at Midlothian Village Hall or online to download and print from our website at [www.villageofmidlothian.net](http://www.villageofmidlothian.net).

Interested in this opportunity? ***Please submit a Resume with cover letter for immediate consideration to:***

Superintendent Billy DeSimone | Building Department
Village of Midlothian | 14801 Pulaski | Midlothian, IL 60445 or by Email to: Wdesimone@villageofmidlothian.org

No matter what position you hold in municipality,

you contribute to the success of a Village, a City or a Community. When you work for an organization that helps the community that you live or work in, you will have a sense of pride (and responsibility) for the work you do, and have a good work life balance as well.