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Employment Opportunity
Internal/ External Posting

Code Enforcement Officer / Apartment Inspector Part-time

Salary: \$14.56 per hour

Building Department

The City of Oak Forest is seeking a part-time Code Enforcement Officer / Apartment Inspector who takes a proactive approach to enforcing property maintenance codes. The successful candidate must be able to work independently and communicate effectively while maintaining a professional working relationship with employees, supervisors, and the public.

Schedule

Days Required Weekly: Monday – Friday

Hours Required Weekly: 8 a.m. – 1 p.m.

Job Description

The candidate will be responsible for proactive monitoring of residential and commercial properties to identify violations of local and International Property Maintenance Codes. The candidate will proactively and tactfully initiate and/ or respond to complaints of potential code violations and work closely with residents, business owners, and contractors to educate and bring violations into compliance.

This position will also conduct annual apartment inspections as required and communicate with building owners/ tenants as needed to schedule inspections and correct violations.

It is imperative that the candidate be comfortable with face to face interactions. The candidate will need to exit the City vehicle frequently while monitoring properties or following up on complaints. The candidate will be expected to knock on doors and interact with residents often to explain why they might be in violation of a code and help them understand how to reach compliance.

This position reports to the Code Enforcement Director.

Requirements

- High School Diploma / GED
- 1-3 years of experience in code enforcement or related field
- Minimum of two (2) years of experience working with the public
- Valid Illinois Driver's License
- Knowledge of relevant building, electrical, and zoning codes strongly preferred
- International Code Council (ICC) certification as Property Maintenance and Housing Inspector preferred OR must acquire within one year of employment
- Must maintain effective working relationships with the public and other City employees, research and resolve complaints, communicate effectively both orally and in writing
- Must handle stressful situations with tact and diplomacy (in office or field)
- Must successfully utilize the Microsoft Office Suite (i.e. Outlook, Word)
- Must have ability to take photos with computer tablet in the field and email/ attach/ save as required on office desktop computer

Salary

The salary for this position is \$14.56 per hour. This position is not eligible for benefits.

How to Apply

Please thoroughly complete the online employment application found by clicking the following link: [Employment Application](#). The application, a copy of your résumé, and two references should be emailed to: dpreer@oak-forest.org

The City of Oak Forest is an Equal Opportunity Employer.