



- POSITION ANNOUNCEMENT -

CODE ENFORCMENT OFFICER (PART-TIME / SEASONAL)

The Village of La Grange Park (population 13,579) seeks a part-time (15-20 hours per week) seasonal employee for the Building Department. This person will report directly to the Director of Fire and Building, with the primary responsibility to include the enforcement of Village codes as they pertain to property maintenance. Occasionally, the position may be relied upon for the inspection of various aspects of residential construction for compliance with Village building codes. This is a seasonal position with employment beginning on or about July 1st, and lasting through approximately September 30th, of 2015. Most work hours will be scheduled weekdays.

Working knowledge of both model and local codes and ordinances pertaining to property maintenance, business regulations, and the like is necessary. Minimum qualifications also include ICC Certification as a Property Maintenance and Housing Inspector and Residential Building Inspector; or, a combination of certifications and/or an equivalent level of education and experience in order to meet the Functions and Responsibilities of the position. A High School Diploma or equivalent is required.

Applicants must have excellent public relations skills, good written communication skills, and have the ability to ensure code compliance and impartial enforcement of pertinent municipal ordinances. Honesty and integrity is critical. Candidates must possess and maintain a valid Illinois Driver's License, and are subject to pre-employment testing and a background investigation. Experience with a municipal building department or community development department is a plus. Salary is \$24.03 per hour.

A cover letter, current resume and a completed employment application must be submitted for consideration. Employment applications are available at the La Grange Park Village Hall, or online at www.lagrangepark.org (Document Center). Application materials shall be submitted by U.S. Mail (or dropped off), no later than **5:00 pm on June 15, 2015** to:

**Human Resources
Village of La Grange Park
447 N. Catherine Avenue
La Grange Park, IL 60526**

Electronic submittals will not be accepted.

The Village of La Grange Park is an equal opportunity employer.