

VILLAGE OF LANSING, IL

Job Description

TITLE: Code Enforcement Officer – Full Time

REPORTS TO: Building Commissioner

POSITIONS SUPERVISED: None

DATE REVISED: 9-9-19

GENERAL QUALIFICATIONS:

Must be well organized and able to prioritize tasks as well as have the ability to efficiently manage multiple areas of responsibility with overlapping deadlines in a fast-pace environment. Excellent writing skills and proficient use of standard English. Ability to provide customer service in a helpful, polite, tactful and efficient manner. Interpersonal skills and emotional intelligence (i.e. the capacity for recognizing your own feelings and those of others, for motivating yourself and for managing emotions in yourself and others) necessary to maintain a harmonious effective working relationship with other municipal departments, outside agencies, and the public. Must pass a medical exam and be free of medical conditions that would preclude one from successfully performing essential functions or would pose a direct threat to the health or safety of oneself or others. Must pass a background check.

TECHNICAL QUALIFICATIONS:

1. *Valid driver's license.*
2. *Knowledge of good engineering practices preferred with respect to the design and construction of a building;*
3. *The basic principles of fire prevention;*
4. *The accepted requirements for means of egress and other service equipment necessary for the health, safety and general welfare of the occupant.*

GENERAL FUNCTION:

Under the general direction of the Building Commissioner, a Code Enforcement Officer assists in directing the day-to-day operations of the department and assists in ordinance planning and code violation and policy implementation. Performs other duties as assigned.

SPECIFIC DUTIES/RESPONSIBILITIES:

1. Enforce the village housing and property maintenance codes on existing structures to detect violations;

2. Prepare and issue notices of violation;
3. Prepare follow-up letter and/or telephone call when notice is not complied with;
4. Perform further inspections until violations are corrected; and
5. Perform such other duties as directed by the Building Commissioner.

ESSENTIAL FUNCTIONS:

1. Further the mission, vision and values of the Village of Lansing through excellent customer service, ethical conduct, personal responsibility, creative problem-solving, individual initiative, and stewardship of village resources.
2. Suggest actions to improve the village's operations, employee performance, morale and work methods.
3. Communicate the village's mission, vision and values through words and actions.
4. Cooperate with the process of coaching and leadership development.
5. Continue to grow your skill set to improve your value to the organization.
6. Deliver quality services and work product. Work cooperatively with all village employees toward the common goal of providing high quality services.
7. Contribute to a superior work culture and organizational health through participation in cross-training and mentoring to develop leadership, management and/or technical skills in fellow employees.
8. Demonstrate accountability and responsibility for completion of work assignments in the absence of a supervisor; provide responsive and timely feedback on status and progress of work activities.
9. Handle other responsibilities and duties as assigned or needed.
10. Perform all job duties in compliance with the established rules and regulations of the Administration Offices and the Village of Lansing.

The above statements are intended to describe the general nature and level of work being performed. They are not intended as an exhaustive list of all responsibilities, duties and skills required.

This job description does not constitute an employment agreement between the employer and employee.