Code Enforcement Inspector
Community Development Department

The Village of Matteson is seeking to hire a Code Enforcement Inspector who works under the general supervision and direction of the Deputy Director of Community Development. The Code Enforcement Inspector performs inspections and monitors for violations of property maintenance and related rules and regulations.

The position requires an organized, energetic and enthusiastic individual who is interested in performing a variety of functions. The individual must interact well with the public and with staff and possess strong customer service skills. The individual must be able to communicate effectively both orally and in writing. The duties are detailed in the position description (attached to this posting).

The desired candidate must be a high school graduate or GED equivalent with a minimum of two years of experience related to inspection. Knowledge of ICC codes and/or certification for property maintenance/housing inspector desired, or the ability to obtain certification within one year.

This is a full-time position which normally works Monday-Friday. The desired candidate must have the ability to work a flexible schedule that includes one evening and one weekend day, based upon requirements of programs and events. Benefits provided by the Village include paid vacation and sick leave, life, medical and dental insurance, 10 paid holidays and retirement plan. Salary will be commensurate with experience.

To apply for this position, you must complete and submit the attached Employment Application to:

Human Resources Department
Village of Matteson
4900 Village Commons
Matteson, IL  60443

Or you may submit it via email to jlperry@villageofmatteson.org. You must save the application to a separate file before sending.

THE POSTING CLOSES ON OCTOBER 30, 2020
COMPLETING JOB APPLICATION FORM

1. In order to be considered for any open position, an Application for Employment form must be completed. A resume and cover letter can be included as supplemental information.

   - You must complete all pages of the application.
   - You must complete a separate application form each time you apply for a position.
   - You must sign your application form and date it. Your signature cannot be made electronically by computer unless you have a digital signature certificate (Adobe Reader, etc.).

2. All application forms and resumes are required to be received in our office no later than 4:00 p.m. on the official closing date for the position unless otherwise specified. Some positions will remain open until the position is filled.

   - You may mail these documents to our office or deliver them in person to Village of Matteson, Human Resources Department, 4900 Village Commons, Matteson, IL 60443.
   - You may also submit your application and supporting documents via e-mail to jlperry@villageofmatteson.org (the application and documents must be saved to a file and attached before sending).

3. All employment offers are contingent upon the applicant passing a pre-employment physical and drug test. *As specified in the job description*:

   - Applicants selected for certain positions will be subject to a criminal, credit and driving background check.
   - Applicants selected for certain positions will have a residency requirement.

4. In accordance with the Immigration Reform and Control Act, appropriate identification documents verifying eligibility for employment will be required from those applicants who are hired.

5. Reasonable accommodations shall be made during the employment process for qualified applicants with disabilities. When the Village is made aware of the need for such accommodations, you may be required to provide written verification from a doctor, rehabilitation counselor or other authorized person confirming your disability and indicating a reasonable accommodation.

If you have questions about the position you are applying for, or about the application or selection process, please contact our office directly at (708) 283-4949.

Thank you for your interest in employment opportunities with the Village of Matteson.

*Revised: 3/12/2020*
Application
For Employment

In accordance with applicable laws, applicants are considered for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, ancestry, unfavorable discharge from the military, or the presence of a non-job-related medical condition or handicap.

NAME _______________________________
Last ________________________________
First _______________________________
Middle ______________________________

ADDRESS ______________________________
Number ________________________________
Street ________________________________
City ________________________________
State ________________________________
Zip ________________________________

TELEPHONE Daytime: ________________________________
Area ________________________________
Evening: ________________________________
Area ________________________________

E-MAIL: ________________________________

APPLICANT ACKNOWLEDGEMENT

I certify that information contained in this application is true and complete to the best of my knowledge. I understand that any misrepresentation of fact, as stated or implied, given in my application, interview(s), or other employment form will be sufficient reason not to hire me and may result in my discharge if I am hired.

I authorize investigation of all statements contained in this application as may be necessary in arriving at an employment decision. I understand that I waive any rights I may have to receive notice from any persons listed on this application regarding the release of information relating to this application for employment with the Village of Matteson.

I understand that the Village is in no way obligated to provide employment and that I am in no way obligated to accept employment with the Village. Nothing in this application is intended to create any contract of employment, expressed or implied, or to create any rights in the nature of a contract of employment. This application does not bind either party for a specific period of time regarding employment.

If I am hired, nothing shall restrict my right as an employee to terminate my employment at any time, nor shall anything restrict the right of the Village to terminate my employment at any time at the option of the Village.

I also understand that, if hired, I am required to abide by all rules and regulations of the Village. The Village policies and procedures relating to conditions of employment are subject to modification by the Village without notice.

Signature of Applicant ________________________________ Date ________________________________

AN EQUAL OPPORTUNITY EMPLOYER

Revised: 3/12/2020
Position applied for? ________________________________________________

Have you filed an application here before? ☐ YES ☐ NO
If YES, give date. ______________

Have you ever been employed here before? ☐ YES ☐ NO
If YES, give date. ______________

Are you employed now? ☐ YES ☐ NO

May we contact your present employer? ☐ YES ☐ NO

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? (Proof of citizenship or Immigration status will be required upon Employment.) ☐ YES ☐ NO

On what date would you be available for work? ______________________________

Are you available to work ☐ Full-Time ☐ Part-Time ☐ Shift Work ☐ Temporary

Can you travel if a job requires it? ☐ YES ☐ NO

Veteran of the U.S. Military Service? ☐ YES ☐ NO
If YES, Branch ______________________________

If hired, would you be able to perform all functions and all necessary job assignments of the particular job for which you are applying? If not, please explain. ______________________________

Indicate what foreign languages you speak, read and/or write. (When related to the position sought.)

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<th>Fluently</th>
<th>Good</th>
<th>Fair</th>
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<td>Speak</td>
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<td>Write</td>
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**Employment Experience**

Start with your present or last job. Include military service assignments and volunteer activities. Exclude organization names which indicate race, color, religion, sex or national origin.

<table>
<thead>
<tr>
<th>Employer</th>
<th>Dates Employed</th>
<th>Work Performed</th>
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<td>From</td>
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| Address | |

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<tr>
<th>Job Title</th>
<th>Hourly Rate/Salary</th>
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<tbody>
<tr>
<td>Starting</td>
<td>Final</td>
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| Supervisor | |

| Reason for Leaving | |

1.  

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| Supervisor | |

| Reason for Leaving | |

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| Supervisor | |

| Reason for Leaving | |

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| Supervisor | |

| Reason for Leaving | |

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<td>Starting</td>
<td>Final</td>
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</table>

| Supervisor | |

| Reason for Leaving | |

If you need additional space, please continue on a separate sheet of paper.
### Education

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<tr>
<th>School Name</th>
<th>Education</th>
<th>High</th>
<th>College/University</th>
<th>Graduate/Professional</th>
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| Years Completed (Circle) | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 |
|--------------------------|---|---|---|---|---|---|----|----|----|----|---|---|---|---|---|---|---|---|

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<th>Diploma/Degree</th>
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<th>Describe Course of Study</th>
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<tr>
<th>Describe Specialized Training, Apprenticeship, Skills, and Extra-Curricular Activities</th>
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Honors Received:

If you have ever belonged to a professional trade, business, or civic activity or held an office in such a club or organization and you believe that your experience would be relevant to the job for which you have applied, you may describe it here. *(Where the name of the organization or club indicates your race, sex, color, religion, national origin or ancestry, please do not write down its name; instead, please describe your position in the organization.)*

________________________________________________________________________________________

________________________________________________________________________________________

Special Skills and Qualifications – Summarize special skills and qualifications acquired from employment or other experience that you feel may be helpful to us in considering your application.

________________________________________________________________________________________

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________________________________________________________________________________________
Applicants are considered for all positions, and employees are treated during employment without regard to race, color, religion, sex, national origin, age, marital or veteran status, ancestry, unfavorable discharge from the military, medical condition or handicap.

As employers/government contractors, we comply with government regulations and affirmative action responsibilities.

To help us comply with government recordkeeping, reporting and other legal requirements, we request that you fill out this Applicant Data Record. An applicant’s provision of this information is voluntary and is not required in order to be considered for employment at the Village of Matteson. We appreciate your cooperation.

This data is for period government reporting and will be kept in a Confidential File separate from the Application for Employment.

---

**PLEASE PRINT**

**Position(s) Applied For** ________________________________________________________________

**Referral Source:**

- [ ] Advertisement  List Which Newspaper or Website: ______________________________
- [ ] Personal Contact  [ ] Walk-In  [ ] Employment Agency
- [ ] Other ____________________________________________________

**Name** ____________________________________  **Phone** ____________________________________

Last                                                      First                                        Middle  (Area Code) Number

**Address** ____________________________________  __________________________________________

Number                  Street                                                          City                              State                               Zip Code

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**Affirmative Action Survey**

Government agencies require periodic reports on the sex, ethnicity, handicapped and veteran status of applicants. This data is for analysis and affirmative action only. Submission of information about a handicap is voluntary.

**Check One:** [ ] Male  [ ] Female

**Check One Race/Ethnic Group:**  [ ] White       [ ] Black       [ ] Hispanic

[ ] American Indian/Alaskan Native  [ ] Asian/Pacific Islander  [ ] Other _________

**Check if any of the following are applicable:**

[ ] Vietnam Era Veteran       [ ] Disabled Veteran       [ ] Handicapped Individual
VILLAGE OF MATTESON
CODE ENFORCEMENT INSPECTOR
POSITION DESCRIPTION

Class Title: Code Enforcement Inspector
Department: Community Development
Date: September 1, 2020
Status: Non-Exempt

GENERAL PURPOSE
Performs a variety of routine and complex work in the interpretation and enforcement of adopted codes and related rules and regulations.

SUPERVISION RECEIVED
Works under the general supervision and direction of the Deputy Director of Community Development.

SUPERVISION EXERCISED
None.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Performs inspections and monitors assigned areas for violations of village ordinances relating to property maintenance, zoning and health requirements.

Responds to complaints of potential code violations relating to nuisances, hazardous conditions, housing conditions, land use, zoning, animals, dumping, clearing, polluting or other code related matters.

Conducts field investigations of potential violations; gathers evidence; compares facts to code requirements, makes findings and issues warnings or correction notices.

Meets with owners to review and explain code requirements and violations or potential violations; secures code compliance.

Drafts and distributes a variety of correspondence under direction of Deputy Director of Community Development, memoranda, notices, flyers, brochures, media releases, and reports relating to code enforcement issues and actions.

Provides information to persons who request information or assistance in code enforcement related matters.

Assists with and maintains a variety of logs and records related to inspection and enforcement activities; prepares recommendations for amendments and additions to codes or regulations which relate to the position.

Assists Senior Code Enforcement Inspector with schedules, coordinates and attends the Administrative Adjudication Hearings for related property maintenance, zoning and health violations.
Under the direction of the Deputy Director of Community Development works with the building and related departments and other staff or agencies as needed.

Performs other related duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

(A) Graduation from high school or GED equivalent;
(B) Two years’ experience related to inspection, building inspection, land use, public administration or a related field, or
(C) Must possess ICC certification for property maintenance/housing inspector or can obtain the certification within one year of employment.
(D) Health inspection experience or certification desirable.
(E) Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

(A) Some knowledge of code enforcement principles, practices and methods as applicable to a municipal setting; working knowledge of applicable laws, standards and regulations relating to various land use, nuisance, public safety and health inspection codes; working knowledge of inspection techniques;
(B) Skill in operating the listed tools and equipment;
(C) Ability to prepare, organize and maintain inspection field data, reports and systems; ability to analyze complex situations, problems and data, and use sound judgment in drawing conclusions and making decisions; ability to comprehend and articulate complex facts and relationships in detail and to summarize and write clearly, concisely and legibly; ability to communicate effectively orally and in writing; ability to establish and maintain effective working relationships with citizens, employees, supervisors and the general public; ability to follow verbal and written instructions; ability to handle stressful situations and effectively deal with difficult or angry people.

SPECIAL REQUIREMENTS

Must possess a valid State driver’s license or have the ability to obtain one prior to employment.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing; motor vehicle; telephone; mobile or portable radio, copy and fax machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.
Work is performed mostly in field settings. Considerable outdoor work is required in the inspection of various land uses and other matters. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand, walk, talk or hear; use hands and fingers, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch or crawl.

The employee must occasionally lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT
The work environment characteristics here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risks of electrical shock and vibration.

The noise level in the work environment is usually moderate.

SELECTION GUIDELINES
Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.