

**CITY OF SYCAMORE  
JOB DESCRIPTION**

**DATE APPROVED:** January 2020

**POSITION TITLE:** Part-time Ordinance Officer-Property Maintenance

**GROUP:** Community Development Department

**REPORTS TO:** Director of Community Development

**FLSA STATUS:** Non-Exempt, represented by AFSCME Local 3957

**JOB SUMMARY**

The Part-time Ordinance Officer is a front-line position that reports to the Director of Community Development. The Ordinance Officer performs property maintenance inspections in order to ensure compliance with all local codes and ordinances. The position requires constant attention to the agency's mission and standards of personal behavior and requires a service-oriented approach toward resolution of violations.

**EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Enforces compliance with City codes and ordinances, including those pertaining to property maintenance, nuisances, health and safety and other matters of public concern.
- Routinely patrols the community in a City vehicle to identify and evaluate ordinance violations and/or problem areas.
- Responds to resident complaints regarding potential code violations.
- Conducts field investigations, inspects properties, gathers information and notifies property owners of violations.
- Issues and posts warning notices, notices of violation, corrective notices, orders to comply and related documentation.
- Performs all follow-up functions necessary to gain compliance by way of letters, inspections, phone calls, meetings, discussions and negotiations.
- Prepares reports and maintains records of inspections, violations, communications and resolutions.
- Attends Administrative Hearings, as required.
- Performs related duties as assigned by the Director of Community Development.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

- Knowledge of the codes and ordinances governing the City of Sycamore and their reasonable application.
- Knowledge of International Code Council Property Maintenance Code.
- Ability to recognize deviations from local codes and ordinances and prepare written reports that clearly and succinctly describe the findings.
- Ability to explain, interpret, and enforce codes and ordinances firmly, tactfully, fairly, and consistently.
- Knowledge of the relationship between City services and the needs of residents and private businesses.
- Ability to establish and maintain effective and constructive working relationships with supervisors, fellow employees, elected and appointed officials, contractors, property owners and the general public.
- Knowledge of Departmental operating procedures and guidelines.
- Knowledge of equipment that may be useful during inspections.

- Knowledge of general office equipment, computers and programs, including Microsoft Outlook, Word and Excel.
- Excellent written and oral communications skills.
- Ability to work with minimal supervision.
- Demonstrated willingness to develop new skills and competencies necessary for anticipated department needs including, but not limited to, computer-based applications; and the ability to understand and follow verbal and written instructions.
- Ability to work a 20-hour work-week, including evenings and weekends if necessary.
- This position requires the use of City vehicles on City business. Individuals must be physically capable to operate the vehicles safely, possess a valid driver's license and have an acceptable driving record.

### **MINIMUM QUALIFICATIONS REQUIRED**

#### **Education:**

- High School diploma or equivalent is required.
- Supplemental education in the construction trades is preferred.

#### **Experience:**

- 1-3 years of code enforcement experience and/or 3-5 years of experience in the construction industry, including a general understanding of the building construction, electrical and mechanical trades.

#### **License or Certificate Requirements:**

- International Code Council (ICC) Property Maintenance Inspector Certification required OR the ability to obtain and maintain all required International Code Council (ICC) certifications within eighteen (18) months of employment.
- Possession of a valid Class D State of Illinois Vehicle Operator's license.

### **PHYSICAL DEMANDS/WORK ENVIRONMENT CONDITIONS**

The physical demands and work environment conditions 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 the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand, walk, use hands and fingers, handle, or feel, and talk and hear. The employee is frequently required to reach with hands and arms, climb or balance, stoop, kneel, crouch, and crawl. The employee must frequently lift and/or move weight up to 50 pounds. The employee is frequently required to sit, enter data into a terminal, personal computer, or keyboard device, and operate office equipment requiring repetitive arm/hand movement. Specific vision abilities required of this position include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The position will require both indoor and outdoor work, as well as the ability to navigate all types of terrain, including that typical of major construction sites. The position further requires the ability to climb stairs and ladders, to enter and exit excavation sites, to enter and exit sites where fire or hazardous materials exist, and to be involved in activities associated with severe weather conditions. The employee is occasionally exposed to fumes or airborne particles. The noise level in the work environment is usually moderate.