

# **Job Announcement**

## **Village of Forest View, IL Building Commissioner/Code Enforcement Officer Part - Time**

The Village of Forest View, IL (population 792) is seeking an individual with the right combination of education, aptitude, skills and experience to become the next Part-Time Building Commissioner/Code Enforcement Officer. Forest View was incorporated in 1924, consists of 1.3 square miles and is a Council-Mayor form of government. The Village is located west of Chicago and adjacent to Berwyn, Lyons and Stickney and includes small residential and industrial areas. The Village Building Commissioner is appointed by the Village President with the advice and consent of the Board of Trustees and reports directly to Village Administrator.

### Essential Duties and Responsibilities:

#### 1. Code Enforcement:

- Enforces all applicable building and property maintenance codes relating to health, safety, welfare, construction and community preservation, and resolves complex and sensitive code violation issues using tact and diplomacy to encourage voluntary compliance
- Receives complaints of code violations from the public, Village staff, and others
- Performs onsite inspection of property and construction, investigates and conducts research to determine compliance with codes and locate unlicensed activities
- Evaluates information pertaining to applicable codes and ordinances and recommends appropriate course(s) of action
- Contacts responsible parties and prepares compliance letters, issues notices and citations, initiates other corrective action, and performs follow-up to ensure compliance
- Maintains and updates computerized records of inspection activity; maintains case files

#### 2. Building Official:

- Confers with and provides technical advice to architects, engineers, developers, contractors, and property owners concerning ordinance related matters
- Reviews construction documents and building permit applications for compliance with the applicable codes and standards. Prepares written comments to submit to applicant
- Coordinates with building inspection contractor to oversee building inspection processes
- Meets with contractors and subcontractors, as necessary, to resolve complex code issues
- Interprets the building, plumbing, mechanical, electrical, and zoning codes
- Issues certificates of occupancy and closes out open permits after final inspections cleared
- Prepares a list of permit applications to the Board for consideration and approval

- Prepares abatement cases; prepares notices and required correspondence and documents; conducts follow ups to ensure compliance with Village and State requirements
- Participates in the preparation of documentation for submission to the Village Attorney to file complaints for non-compliance; testify in court or public hearings as necessary on behalf of the Village

Minimum Qualifications:

- Ability to read and understand building plans
- Knowledge and understanding of construction practices, terminology, and principles
- Knowledge of basic codes, ordinances, laws and regulations pertaining to building and zoning compliance, including sections of Illinois penal codes, village codes, and health and safety codes
- The skills necessary to effectively communicate verbally and in writing with the general public, property owners, field inspectors, fire and health officials, utility representatives, architects, engineers, planners and developers, as well as Village staff and board
- Technological and computer-literacy with proficiency in Microsoft Office
- The physical ability to move around residential and commercial construction sites, including gaining access to attics, rooftops, trenches, and basements. Employee can be exposed to reasonable industrial and construction hazards such as noise, dust, pollen, and fumes. Ability to access sites in rough terrain in all weather conditions
- Must be able to sit or stand for long periods, performing keyboarding, operating a computer, filing, copying, and doing other administrative work

Salary for this appointment will be \$13,000 per year, paid bi-monthly. Under the Paid Leave for All Act, as of January, 1, 2024, this position is eligible to accrue one (1) hour of Paid Time Off for every forty (40) hours worked up to a maximum of forth (40) hours per year. As a part time employee, the candidate is ineligible for any additional benefits.

- Office Hours: 6 hours/week
- Schedule will be determined by a mutual agreement

Please call 708-788-3429 or stop by the Village of Forest View Office, 7000 W. 46<sup>th</sup> Street, Forest View, IL 60402, to obtain a job announcement, application and description. Send cover letter, resume, work related references and job application to [mwiak@forestview-il.org](mailto:mwiak@forestview-il.org) by 5:00 p.m. Friday, August 8, 2025.

The position is open until filled. EOE employer.