CITY OF DANVILLE, IL
JOB NOTICE
FOR POSITION OF
CODE ENFORCEMENT INSPECTOR

POSTING DATE – April 13, 2021 – Until filled

Normal Work Hours: 7:30am to 4:00pm

Salary Range: $36,300

Duties: The Code Enforcement Inspector is responsible for ensuring residential, institutional and commercial compliance with the City’s Property Maintenance Codes.

Qualifications: The following are considered as minimum qualifications. Extensive related experience will be considered in lieu of these position requirements if they represent similar skills, knowledge, and levels of responsibility.

   Education: The minimum educational requirements for this position are:
   - Employee must hold a high school diploma, or GED, and have relevant knowledge and expertise in related field. Certifications and/or specialized training equivalent to one year of college preferred.

   Experience: Candidates for this position must possess the following experience, or experience deemed to be equivalent to the following:
   - One to three years experience in environmental code enforcement, building inspection, property maintenance or a closely related field.

Required Skills: Employees must possess, at minimum, a basic working knowledge of the following skill sets along with the ability to demonstrate an improvement of these skills within 30 days of their start date.

   - Computer skills including familiarity with Microsoft Office products such as MS Word, Excel and Access.
   - Employee must have basic math skills including addition, subtraction, multiplication, division, percentages, interest and similar concepts.
   - Employee must be able to communicate effectively in writing.
   - Employee must have strong communication and conflict resolution skills with the ability to relate the City’s Property Maintenance Code requirements to residents with varied income and education levels.
   - Employee must be well organized, highly motivated and capable of working independently in the field.

Required Licenses: The person holding this position must have the following licenses or be able to obtain the same within 30 days of their start date:

   - Illinois Class D Vehicle Operators License

Certifications: Preferred candidates shall have the following certification or be able to obtain the same within one year of their start date:

   - International Code Council (ICC) Property Maintenance Certification

Applications and transfer requests are available at www.cityofdanville.org/human-resources.html and may be mailed to the City of Danville Personnel Office, 17 W. Main Street, Danville, IL 61832, deposited in the City Hall main floor lobby application box Mon – Fri 1:00 – 4:30, or emailed to HR@cityofdanville.org.

Personnel Office: (217)431-2300    Fax: (217)431-2202

EOE