



VILLAGE OF ISLAND LAKE

Island Lake, IL 60042
847.526.8764

Code Enforcement Officer – Job Description

Revised: May 21, 2025

POSITION SUMMARY:

Perform community code enforcement activities on a part-time basis, averaging twenty (20) hours per week. Investigate complaints and enforce code compliance and municipal code violations. Maintain a good working relationship with other enforcement agencies and personnel within the boundary of the Village.

SUPERVISION RECEIVED:

Works under the general supervision of the Mayor. May receive work assignments from other Village staff. Employee is expected to use independent judgement to plan, organize, implement, and review duties with minimal supervision according to established procedures.

DUTIES AND RESPONSIBILITIES:

- Receive and respond to complaints regarding code and ordinance problems.
- Make field inspections and enforce codes and ordinances relating to various Village ordinances not falling under police jurisdiction.
- Assist citizens in obtaining code compliance, rendering efficient and courteous service.
- Coordinate code enforcement activities with other departments, ensuring compliance with terms established by zoning, Village policies, and ordinances.
- Prepare detailed reports, providing oral and written communication, including enforcement records.
- Research ordinances and codes, deed records, building codes, abatement codes, and be aware of Village boundaries.
- Issue citations as necessary for violations.
- Testify in court as needed.
- Maintain department equipment and inventory, including vehicle maintenance records.
- Performs other duties as assigned, including providing assistance with special assignments.

JOB REQUIREMENTS:

- Navigate in less than desirable conditions, climb terrain, climb ladders, and walk considerable distances
- Visually assess complaints
- Follow established guidelines
- Maintain confidentiality
- Ability to interact with complainants and suspected violators in an objective and equitable manner
- Follow established guidelines
- Demonstrated ability to work independently with minimal supervision while making independent decisions
- Communicate effectively in written and oral form
- Demonstrated ability to write detailed reports

WORKING CONDITIONS:

A considerable amount of time will be spent outside with exposure to various weather conditions. Hours may be increased during periods of heavy workloads. The working environment can be stressful. May have contact with individuals who may be uncooperative, become angered or combative. Exposure to unsanitary conditions, rodent, garbage, etc. High volume work load.

PHYSICAL DEMANDS OF POSITION:

While performing the duties of this position, the employee is frequently required to sit, stand, read, communicate, reach and manipulate objects or tools. The position requires mobility and the ability to operate a motorized vehicle. Duties involve moving materials up to 5 pounds on a regular basis and objects which may weigh up to 40 pounds. Manual dexterity and coordination are required while operating and handling equipment, motorized vehicles and computers.

SKILLS REQUIRED/DESIRABLE KNOWLEDGE:

- Able to function effectively in stressful situations
- An understanding of the Village of Island Lake Municipal Code
- Strong written and oral communication capabilities
- Proficiency in the operation of standard office equipment, including word processing, typing, and computer skills
- The ability to deal tactfully and courteously with the public, while maintaining confidentiality
- Knowledge of the Village of Island Lake area
- Previous work experience demonstrating cooperative, tactful, and service oriented contact with the public is preferred
- Previous work experience in code enforcement and/or ordinance and statute enforcement is desirable

NECESSARY REQUIREMENTS:

- High school diploma or equivalent
- Valid driver's license and a safe driving record
- No felony arrests or convictions
- This is a position requiring adherence to federal, state, and local laws, both on and off duty

COMPENSATION

\$25 per hour.