

VILLAGE OF KINGSTON

JOB DESCRIPTION -

1. FROM TIME TO TIME PATROLS OR INSPECTS THE VILLAGE OF KINGSTON TO LOOK FOR LOCAL CODE VIOLATIONS.
2. INSPECTS AND ENFORCES VILLAGE ORDINANCES AND CODES; PREPARES FOR COURT.
3. INITIATES LEGAL ACTION FOR UNRESOLVED VIOLATION, PREPARES INFORMATION AND REPRESENTS THE VILLAGE OF KINGSTON AT ADMINISTRATIVE ADJUDICATION HEARINGS.
4. WORKS WITH POLICE DEPARTMENT AND THE VILLAGE ATTORNEY TO ADDRESS PROPERTY MAINTENANCE AND BUILDING ISSUES.

REQUIREMENTS -

1. 3-6 YEARS OF EXPERIENCE RELATED TO INSPECTION, BUILDING INSPECTION, PLAN REVIEW, CODE COMPLIANCE; OR ANY EQUIVALENT COMBINATION OF EDUCATION AND EXPERIENCE.
2. ICC CERTIFICATION
3. WRITTEN AND VERBAL COMMUNICATION SKILLS
4. VALID ILLINOIS DRIVERS LICENSE.

THIS IS A PART-TIME JOB WITH NO BENEFITS

INTERESTED APPLICANTS MAY SUBMIT A RESUME TO THE VILLAGE OF KINGSTON, 101 E. RAILROAD ST., KINGSTON, IL 60145, ATTENTION JENNIFER DYNEK. TREASURER@VILLAGEOFKINGSTON.ORG