



VILLAGE OF HOFFMAN ESTATES
JOB DESCRIPTION
CODE ENFORCEMENT OFFICER II

EFFECTIVE DATE: January 1, 2025

DEPARTMENT: Development Services / Code Enforcement	WORK LOCATION: Village Hall		FLSA STATUS: Non-Exempt
CLASS CODE: 3410	RANGE: 17	PENSION: IMRF	UNION: NU
REPORTS TO: Code Enforcement Manager	LEVEL OF SUPERVISION RECEIVED: General Direction		LICENSE/CERTIFICATES: IL Class D driver's license required at hire and ICC Property Maintenance & Housing Inspector certification, or AACE equivalent.

SUMMARY:

The Code Enforcement Officer II (CEO II) position is expected to have advanced knowledge and experience to perform more advanced duties as compared to the Code Enforcement Officer I position. The CEO II performs a variety of routine and complex work in the interpretation and enforcement of adopted codes and related rules and regulations, with a particular focus on the International Property Maintenance Code. This position also provides enforcement support for compliance with health, building, fire, zoning, licensing, and a variety of areas of the Municipal Code, as well as work on special projects, as needed. The CEO II also participates in the development of inspection programs and is expected to help organize and coordinate implementation of these programs. This position responds to and interacts with residents, businesses, property owners, employees, and/or others within and outside the organization in a courteous, professional, and effective manner.

JOB NO.	ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES	FREQUENCY
1.	Routinely patrols and inspects properties throughout the Village to monitor compliance with local codes using Village vehicle for transportation. Documents violations, maintains case files and sends correspondence to property owners requesting compliance. Meets with property owners, tenants, residents, contractors, developers, businesses, etc. to review and explain code requirements and violations or potential violations; works to secure code compliance. Coordinates efforts, with administrative staff and supervisors, well as Police, Fire, Building, Health, and other departments, as necessary.	Daily 20%
2.	Conducts routine interior and exterior inspections under the Village's Residential Rental Housing Program. Documents inspection results, communicates with tenants, owners, and property managers regarding items needing correction, and coordinates with administrative staff. Consults with technical building staff on complex issues, as necessary.	Daily 40%
3.	Responds to complaints of alleged code violations relating to property maintenance, signage, building occupancy, nuisances, housing conditions (exterior and interior), land use, licensing, zoning, dumping, polluting, or other code related matters. Documents inspection results, provides notification, explains violations, and communicates necessary corrective actions to property owners. Establishes deadlines, performs reinspections to monitor progress, and confirms compliance.	Daily 20%
4.	Prepares and issues citations in accordance with current laws and procedures. Prepares documentation to support cases in adjudication court with emphasis on the evidentiary and legal issues crucial to successful prosecutions. Prepares detailed reports of activities and investigations made and consults with supervisor prior to court hearings; testifies in court.	Monthly 20%
5.	Utilize advanced code enforcement skills in a cross-training environment to assist and provide support for other technical staff as assigned by supervisor and as needed. Such work may involve answering questions, performing inspections, documenting field conditions, or related actions associated with health codes, building codes, zoning codes, and others.	Monthly 20%
6.	Identifies and recommends changes to procedures, codes, and regulations. Research code sections, Village files and records, other agencies codes and laws, etc. to assist in performance of required duties.	Weekly 10%
7.	As assigned, works under the guidance of Planning, Building, and Engineering staff to assist with monitoring of active construction projects to ensure construction permit conditions are followed regarding traffic control, site security, cleanliness, phasing, and others. Attends pre-construction meetings, coordinates with inspection staff and communicates with developers and builders, as needed.	Weekly 5%
8.	Maintains records of inspection activity and completes related reports utilizing the Village's electronic software within the office and in the field using mobile	Daily 20%

	tablet/phone applications to enter inspection results and look up permits, code history, and property data.	
9.	Plans, organizes, and schedules inspections and compliance dates for special assigned code enforcement projects, including coordinating work schedules of seasonal interns and/or other staff members.	Monthly 10%
10.	Operates and properly maintains all tools and equipment needed to perform the essential job functions and responsibilities listed above while adhering to all safety rules and practices.	Daily

JOB NO.	OTHER RELATED DUTIES
1.	Assists in answering questions and complaints via email, phone or in person.
2.	Performs other duties as required or assigned.
3.	Removes signs illegally posted in the right-of-way.
4.	Follows Village-wide and department safety rules and practices.

SUPERVISORY RESPONSIBILITIES: *(Select one – required)*

☒ None required

☐ Supervisory responsibilities are required to be carried out in accordance with the organization's policies and applicable laws. ***(List specific responsibilities below)***

EDUCATION, EXPERIENCE AND COMPUTER SKILLS:

The designated education and experience levels best describe the minimum requirement needed to fulfill the essential job functions. However, any combination of equivalent education or experience may be considered.

Education Level (Select one - required)

- ☐ High school education with vocational training
- ☐ High school diploma or general education degree (GED)
- ☒ Two or more years of college coursework in related field
- ☐ Associate's degree (A.A.) from two-year college or technical school
- ☐ Bachelor's degree (B.A.) from four-year college or university
- ☐ Master's degree (M.A.)
- ☐ Doctoral degree (Ph.D.)
- ☐ Degree or coursework should be in...

OR

Experience Level (Select one - required)

- ☐ No prior experience or training required
- ☐ Six months to one year related experience
- ☐ One to two years related experience
- ☐ Two to four years related experience
- ☒ Four to ten years related experience

***In code enforcement, building inspection,
law enforcement or a related field***

Additional Experience (Select as appropriate)

- ☐ Experience in supervisory capacity...
- ☐ Experience in management capacity...
- ☒ Must have and maintain ICC Property Maintenance and Housing Inspector Certification

Computer Skills (Select as appropriate)

- ☒ Entry and processing of data
- ☒ Word Processing data
- ☐ Spreadsheet software
- ☐ Database software

***Microsoft Office, specialized software for permits,
licenses, inspections, code enforcement, citations,
etc.***

- ☒ Specialized applications:

COMMUNICATION SKILLS:**English Language/Communication Skills (Select one)**

- ☐ Basic skills Ability to read, comprehend, listen to and follow basic verbal or written instructions and provide appropriate feedback. Ability to read, comprehend and/or create routine correspondence and memos using proper spelling, grammar, punctuation and sentence structure. Ability to effectively convey information one-on-one or to small groups of employees or customers.
- ☒ Intermediate skills Ability to read, comprehend, listen to and follow complex verbal or written instructions from multiple sources. Ability to provide appropriate feedback by asking probing questions and/or suggesting alternative approaches. Ability to read, comprehend, create and explain to others complex correspondence, reports and/or manuals. Ability to convey procedures and policies one-on-one or in groups to employees or customers.
- ☐ Advanced skills Ability to read or interpret all types of documents including safety rules and regulations, and procedure manuals. Ability to create and edit reports and correspondence from varied source material using appropriate style and format. Clearly convey instructions to employees or team. Ability to speak clearly and effectively before groups of customers answering questions appropriately.
- ☐ Business skills Ability to read, research, and analyze general business periodicals, professional journals, technical reports, finance documents or government laws and regulations. Ability to write reports, business correspondence, manuals and draft policies and procedures. Ability to effectively make presentations and respond to questions from groups of managers, customers, citizens, or other agencies.
- ☐ Specialized skills Ability to read, analyze and interpret professional, scientific, or technical manuals, procedures, plans, schematics, maps, blueprints, licenses, and/or legal documents. Ability to respond to inquiries from managers, customers, business community or regulatory agencies. Ability to draft responses to complex or technical issues and/or effectively present technical concepts or information to managers, customers, or other agencies in concise understandable terms.

Foreign Language Skills (Complete if applicable)

- Fluency in foreign language skills is: Ability to speak and/or read, write and comprehend...
- ☒ A Plus
- ☐ Preferred
- ☐ Required

Required Language:

REQUIRED COMPETENCIES:

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The required competencies listed below are representative of the knowledge, skills, and/or abilities required for successful job performance.

WORKING KNOWLEDGE OF:

Code enforcement principles, practices and methods as applicable to a municipal setting.

Applicable laws, standards and regulations relating to property maintenance, land use, zoning, nuisance and public safety codes.

Inspection techniques.

ABILITY TO:

Prepare, organize and maintain inspection field data, reports and systems.

Analyze complex situations, problems and data and use sound judgment in drawing conclusions and making decisions.

Comprehend and articulate complex facts and relationships in detail and summarize and write clearly, concisely and legibly and testify in court in an objective, concise and professional manner.

Produce or obtain reports, photographs for evidence or exhibits.

Follow verbal and written instructions.

Respond to and interact with customer, employees and others within and outside the organization in a courteous and professional manner.

Respond to and educate irate and upset property owners while remaining calm and professional.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodations.

(mark all 17 activities)

----- Amount of Time -----

<u>Physical Activity</u>	None	Less than 1/3	1/3 to 2/3	More than 2/3
Stands	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walks	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Uses fingers in a repetitive motion	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uses hands to grasp, finger, handle, or feel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Reaches with hands and arms above shoulder	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbs or balances	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Twists or turns	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stoops, kneels, crouches, bends, or crawls	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pulls, pushes, or carries	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talks or hears	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Tastes or smells	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operates a motor vehicle or heavy equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lifts or move 0 to 10 pounds (sedentary)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Lifts or move 10 to 20 pounds (light)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lifts or move 20 to 50 pounds (moderate)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lifts or move 50 to 100 pounds (heavy)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

VISION DEMANDS:

The vision demands described here including the ability to adjust focus, close vision, sharpness of vision, depth perception, peripheral vision, distance vision, hand-eye coordination or as otherwise specified by the Board of Fire and Police Commissioners, are representative of those that must be met by an employee to successfully operate the tools and equipment needed to perform the essential functions of this job.

Other Vision Demands (select if applicable)

☐ Absence of color blindness

☒ Corrected vision of...

As required by the State of Illinois to operate a motor vehicle

☒ Uncorrected vision of...

As required by the State of Illinois to operate a motor vehicle

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job with or without reasonable accommodations.

(mark all 15 conditions)

Environmental Conditions

----- Amount of Time -----

	None	Less than 1/3	1/3 to 2/3	More than 2/3
Customary indoor conditions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Customary outdoor weather conditions including extreme cold, extreme heat, and wet or humid conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Non-weather conditions: extreme cold, extreme heat, and wet or humid conditions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works near moving mechanical parts	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works in high precarious places, underground, or confined spaces	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flying debris or airborne particles	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire, smoke, fumes, gases, or noxious odors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toxic or caustic chemicals, aerosols, liquids, solvents or oils	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Risk of electrical shock	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Works with explosives or risk of radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vibration	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme illumination	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Low noise level (Normal voice tones)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Moderate noise level (Raised voice levels)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
High noise level (Shouting/ear protection may be needed)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The information listed above reflects minimum standards and illustrations of the various types of work that may be performed. The omission of specific job functions, requirements or tasks does not exclude them from the job if the work is similar, related or a logical extension of the work assigned.

This job description does not constitute an employment agreement between the employer and employee.

Recommended Approval:

A blue ink signature, likely of the Department Director, written over a horizontal line.

Department Director

Reviewed Approval:

A blue ink signature, likely of the Human Resources Management Director, written over a horizontal line.

Human Resources Management Director

Approved:

A blue ink signature, likely of the Village Manager, written over a horizontal line.

Village Manager

Effective Date: _____

Revision Date: _____