

**TITLE:** Code Enforcement Officer  
**DEPARTMENT:** Planning, Building and Zoning (PBZ)  
**SUPERVISED BY:** Director/Zoning Administrator  
**FULL TIME/PART TIME:** Part Time or Full Time  
**FLSA STATUS:** Non-Exempt  
**UNION STATUS:** Non-Union  
**APPROVED/REVISED:** 11/19/2024

## **I. Position Summary:**

Under the supervision of the PBZ Director/Zoning Administrator, this position enforces the zoning and other related provisions of the Kendall County Code of Ordinance and other applicable local, state and federal zoning laws and regulations ("Zoning Ordinances, Laws and Regulations"); provides information to the public on zoning requirements and home construction project violations; and obtains, where possible, voluntary compliance with the Zoning Ordinances, Laws and Regulations. Under general supervision, has authority to request the removal or alteration of conditions or materials, which violate applicable Zoning Ordinances, Laws and Regulations. The employee will conduct field inspection duties independently, according to adopted Zoning Ordinances, Laws and Regulations.

## **II. Essential Duties and Responsibilities:**

- A.** Explains, applies and enforces the Zoning Ordinances, Laws and Regulations, including, but not limited to non-permitted construction, excavation, trailers, dumping, signs, junk vehicles and weeds, mobile homes and campgrounds.
- B.** Conducts field inspections identifies property and building deficiencies that don't comply with applicable Zoning Ordinances, Laws and Regulations.
- C.** Enforces zoning, subdivision, flood plain, building, erosion control, storm water management, and related codes at county, state, and national levels.
- D.** Contacts persons responsible for violations and issues notice to discontinue, remove or alter conditions that conflict with Zoning Ordinances, Laws and Regulations.
- E.** Prepares investigative documentation, including memoranda and photographs required to support findings.
- F.** Maintains on-going surveillance of assigned area for compliance with Zoning Ordinances, Laws and Regulations.
- G.** Assists Code Official as necessary with any non-licensed inspections such as concrete, flatwork, foundation, form survey and insulation
- H.** Attends court, as needed, regarding violation cases submitted for prosecution.
- I.** Assists the State's Attorney's Office in pursuing ordinance violations, including, drafting and signing necessary and appropriate documents.
- J.** Performs property record searches to determine accuracy of data such as location, ownership, district and legal description.

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- K.** Issues inoperable vehicle and junk and debris ordinance violation notices.
- L.** Coordinates investigations with Law Enforcement, the Health Department and other investigative agencies, as needed.
- M.** Prepares and maintains records regarding and relating to all duties performed by the employee, including but not limited to inspection logs, photographs, violation notices, reports of findings, records of inspections and review.
- N.** Evaluates the code compliance process and provides recommendations for improvements to direct supervisor.
- O.** Travels throughout Kendall County for zoning ordinance, law and regulation compliance purposes.
- P.** Operates county vehicle safely.
- Q.** Performs other duties as assigned by supervisor.
- R.** Attends conferences, seminars, training, meetings and prepares reports, as needed.
- S.** Complies with record retention and destruction procedures in compliance with Illinois Local Records Act and adheres to all work and safety policies.
- T.** Adheres to all work and safety policies.
- U.** Maintains regular attendance and punctuality.
- V.** Maintains positive and professional working relationships with Kendall County's employees, vendors, and the public.
- W.** Attends conferences, seminars, training, meetings and prepares reports as needed.
- X.** Maintains regular communication with supervisor.
- Y.** Performs other duties, as assigned.

### **III. Supervisory Responsibilities:**

This job has no supervisory responsibility.

### **IV. Qualifications:**

To perform this job successfully, an individual must be able to perform all essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required for the position.

#### **A. Language Skills:**

1. Ability to research, read, and interpret documents and simple instructions.
2. Ability to prepare documents, reports, citations, and correspondence.
3. Ability to speak effectively with the public, employees, outside entities, vendors, and the County's elected officials in both one-on-one and group settings.
4. Requires proficient knowledge of the English language, spelling and grammar.

#### **B. Mathematical Skills:**

1. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
2. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
3. Ability to prepare and analyze statistical data and reports.

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### **C. Reasoning Ability:**

1. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
2. Ability to deal with problems involving several variables in standardized situations.
3. Ability to independently work to project completion and follow guidance.
4. Ability to listen, understand information and ideas, and to work effectively with County personnel, elected officials, vendors, and the public.

### **D. Certificates, Licenses, and Registrations:**

1. Current and valid Driver's License and good driving record is required.
2. Any and all other certificates and registrations as required for the specific duties performed.

### **E. Skills, Knowledge, and Abilities:**

1. Strong organizational skills and attention to detail.
2. Knowledge of zoning and related regulations and of the provisions of the County Zoning Ordinance.
3. Knowledge of the principles and practices of construction, repair and land survey.
4. Ability to comprehend complex code problems, to identify alternative solutions and prepare appropriate recommendations.
5. Knowledge of building and property maintenance codes and ordinances.
6. Ability to analyze and interpret plans and determine whether plans conform to the provisions of applicable codes and ordinances.
7. Basic knowledge of the County geography.
8. Knowledge of applicable federal, state and local laws, rules, regulations, codes and/or statutes.
9. Ability to investigate code violation complaints.
10. Ability to work with confidential information.
11. Ability to establish and maintain effective working relationships with Department staff, other Departments, Elected Officials and others such as contractors and the general public.
12. Ability to use MS Word Excel, Outlook, PowerPoint, and Teams.
13. Ability to manage projects and multiple priorities simultaneously.

### **F. Education and Experience:**

1. A minimum of a high school diploma, general education degree (GED), or equivalent is required.
2. A minimum of at least two (2) years of experience in the construction industry is required.
3. A minimum of at least two (2) years of code enforcement experience is preferred.

### **V. Physical Demands:**

While performing the duties of this job, the employee must be able to:

1. Frequently sit for hours in meetings, office and/or in a vehicle;
2. Occasionally lift and/or move up to 40 pounds;
3. Frequently lift and/or move up to 10 pounds;
4. Stand and walk on uneven ground and at development sites;
5. Use hands to grip, handle, push, and feel;

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6. Reach, push and pull with one and/or both hands and arms;
7. Bend over at the waist and reach with one and/or both hands and arms;
8. Climb and balance at development sites;
9. Able to climb and work from ladders, scaffolding, and personal lifts;
10. Stoop, kneel, crouch, and/or crawl;
11. Talk and hear in person and via use of telephone;
12. Must be able to safely and proficiently use Kendall County vehicles and all other equipment needed to person assigned job duties
13. Specific vision abilities include close and distance vision, depth perception; and
14. Travel independently to development sites, public hearings and other meetings and other locations both within and outside Kendall County, Illinois.

### VI. Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is subject to the following working conditions:

1. Inside and outside environmental conditions, which includes during extreme weather.
2. Will be exposed to driving and onsite construction conditions.
3. May be exposed to dust, fumes, odors, mold, smoke, gases, and chemicals.
4. The noise level in the work environment varies from quiet to noisy.
5. The employee must be able to perform all assigned job duties during normal business hours and outside of normal business hours.
6. Employee may be exposed to stressful situations while working with elected officials, consultants, attorneys, applicants, and the general public.
7. Employee may be required to provide own transportation to travel to and from meetings, training, conferences, etc.

**By signing my name below, I hereby affirm that I received a copy of this job description.**

\_\_\_\_\_  
**Employee Receipt Acknowledgement & Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Supervisor**

\_\_\_\_\_  
**Date**

**cc: personnel file, employee**