



VILLAGE OF BISMARCK

P.O. Box 141
106 E. Holloway
Bismarck, Illinois 61814
Meetings: 3rd Tuesday of the
month

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Job Description VILLAGE OF BISMARCK CODE ENFORCEMENT OFFICER May 2023

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 fields. Certifications and/or specialized training preferred.

Experience: Candidates for this position are preferred to have the following experience or experiences deemed to be equivalent to the following:

- One to three years of experience in environmental code enforcement, building inspection, property maintenance, or a closely related field.

Required Skills: Employee must possess, at minimum, a basic working knowledge of the following skill sets:

- Computer skills including familiarity with Microsoft Office products such as MS Word, Excel, and Access. Must have ability to learn the Village's Property Maintenance Code, Zoning Ordinances, and Village Ordinances.
- Employee must have basic math skills including addition, subtraction, multiplication, division, percentages, and similar concepts.
- Employee must be able to communicate effectively and professionally in writing.
- Employee must have strong communication and conflict resolution skills with the ability to describe and discuss the Village's Property Maintenance Code, Zoning Ordinance Codes, and Ordinance requirements to residents.
- 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.

Required Certifications: The person holding this position must have the following certification or obtain the same within two years of their start date:

- International Code Council (ICC) Property Maintenance Certification; employee will be responsible for initial cost of testing, but once proof of certification is received by the Village Clerk, the employee will be reimbursed for the cost of the exam and certification, if applicable. Receipt will be required.

PLEASE NOTE: The Village Board will only reimburse the cost of one exam if the employee has to take the exam multiple times to gain certification.

Residency Requirements: It is the preference that the Employee's principal residence in in the Village of Bismarck corporate limits or within the mile and half buffer zone.

Job Duties / Responsibilities:

The following examples illustrate the work duties and responsibilities of this position:

- Making timely, efficient, and organized field inspections of properties in assigned area to assess compliance with the Village's Property Maintenance Code and certain Zone Ordinance sections.
- Working with residential and commercial property owners and tenants to achieve compliance with the Village's Property Maintenance Code, Zoning Ordinance sections, and Village Ordinances.
- Opening cases and issuing citations for violations of the Village's Property Maintenance Code, Zoning Ordinance sections, and Village Ordinances, including Golf Cart/ATV/UTV non-compliance with village permit ordinance.
- Preparing and providing evidence and testimony in Municipal Court in cases involving violations to obtain compliance with the Village's Property Maintenance Code, Zoning Ordinance sections, and Village Ordinances.
- Work with Village President and Corporation Counsel to assure accurate record keeping, as well with working with Village Clerk, Village Board of Trustee's, Village Planning Commission Committee, and the Village Zoning Board of Appeals regarding violations of the Village's Building, Zoning, and Ordinance Codes found during field inspections.
- Working with residents to educate while also receiving complaints regarding potential violations of the Village's Property Maintenance Code, Zoning Ordinance sections, and Village Ordinances.
- Consistently striving to improve the Village of Bismarck by ensuring that the Village continues to develop and that neighborhoods continue the philosophy of Keep Bismarck Beautiful.
- Conducting inspections of Golf Carts/ATV/UTV non-highway vehicles annually and when needed and issuing golf cart/ATV/UTV permits

- Other duties as assigned and approved by the Mayor/President of the Village.

- HOURS -Up to 40 (forty) hours per month (maximum of 480 (four hundred eighty)hours a year) at a rate of \$17.00-\$20.00 per hour based on experience and education, as approved by the Village Board of Trustees upon hire.

- NOTE: If additional hours are needed, the Mayor/President will need to approve the additional hours at a flat rate of \$17-\$20 per hour. Not to exceed 500 (five hundred) hours in a fiscal year.

Budget - The Mayor and the Village Board of Trustees will manage the funding in the budget each year.

Code Enforcement Officer Name: _____

Code Enforcement Officer Signature of Receipt: _____

Date: ____/____/____

Mayor/President Signature of Approval _____