



## POSITION DESCRIPTION

**Position Title:** Code Enforcement Intern  
**Reports to:** Building and Zoning Manager  
**FLSA Status:** Non-Exempt  
**Status:** Seasonal, Part-Time  
**Grade:** 0

### Statement of Duties

Assists the Code Enforcement Officer in the performance of work involving inspection, regulation, and enforcement of codes and ordinances including nuisance abatement, property maintenance, housing, signs, and noise; and performs related work as required.

### Supervision

Employee works under the general direction of the Building and Zoning Manager and the specific instruction of the Code Enforcement Officer. Employee works under direct supervision, where clear, detailed and specific instructions govern the work or are explained with each assignment. The employee works as instructed and consults with the supervisor as needed on all matters not specifically covered in the guidelines or instructions. The supervisor maintains control by reviewing the work in progress or upon completion.

The work consists of simple, routine or repetitive tasks and/or operations with few variations in established procedures.

Employee does not exercise any supervisory responsibilities.

Employee has access to confidential building records.

### Job Environment

Well defined or detailed rules, instructions and procedures cover all aspects of work. Judgment involves choosing the appropriate practices, procedures, regulations or guidelines to apply in each case.

Errors could result in adverse public relations, and/or possible legal repercussions.

Position has constant contact with the public, for the purpose of conducting inspections; explaining and enforcing codes and regulations; and responding to inquiries, requests, or complaints. Contact usually occurs in person, in writing, or on the telephone.

### **Position Functions**

*The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to, or extension of, the position.*

### **Essential Functions**

Assists in:

- Enforcement of building related ordinances, codes of the Village of Oswego.
- Researching problems and complaints regarding commercial and residential ordinance and code compliance.
- Issuance of warning notices, citations and notices to appear.  
Communicating with the public by phone, letter, and in person regarding code regulations and violations.
- Investigating and responding to residents' complaints regarding Village codes and ordinances and initiates appropriate action.
- Maintenance of a variety of records, reports, documents and correspondence.

Also:

- Builds and maintains positive working relationships with co-workers, other Village employees and the public using principles of good customer service.
- Performs related duties as assigned.

### **Recommended Minimum Qualifications**

#### **Physical and Mental Requirements**

Employee works in and out of doors conducting inspections, and in a moderately loud office setting while performing administrative functions. Employee is exposed to outdoor weather conditions, potentially dangerous situations or people, high places, fumes or airborne particles, moving mechanical parts, and the risk of electric shock. Employee is required to stand, walk, sit, talk, listen, use hands, climb, balance, stoop, kneel, crouch, crawl, and reach while performing duties. Occasionally, employee may be required to lift objects up to 10 lbs., and seldom lifts up to 30 lbs. Normal vision is required for this position. Equipment operated includes light trucks, automobile, office machines, and computers. A valid Illinois driver's license is required.

#### **Education and Experience**

A candidate for this position should have a High School diploma or equivalent; one to two

(1-2) years of experience in a related field, including exposure to some customer service experience; and college or junior college coursework in, or closely related to, municipal government.

### **Knowledge, Skills and Abilities**

Knowledge of:

- Computers and data processing, including intermediate level Excel and Microsoft Word skills
- Department operations, policies, and procedures

Skill in:

- Operation of tools and equipment used by the position
- Communication, customer service and organization
- Use of computer software programs and office applications including a working knowledge of Excel and Microsoft Word
- Grammar and business writing/correspondence
- Interpersonal relations

And ability to:

- Plan, prioritize and perform multiple tasks in a detailed and accurate manner
- Prepare accurate reports and correspondence
- Maintain accurate, detailed, and confidential records and information
- Exhibit professional decorum and perform duties with discretion and tact
- Interact tactfully and professionally with staff, public and elected officials
- Work independently and as a team member on projects

### **Special Requirements**

A candidate must have a valid driver's license.