

**Village of Mount Prospect  
Mount Prospect, Illinois**

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**VILLAGE OF MOUNT PROSPECT  
Compliance Inspector  
JOB DESCRIPTION**

**Department:** Community Development  
**FLSA Class:** Non-exempt  
**Union:** None  
**Employment Status:** Full-time  
**Position Reports To:** Environmental Health Superintendent  
**Date:** May 6, 2024

**I. JOB DUTY SUMMARY**

The Compliance Inspector performs inspection and enforcement of property maintenance, health, zoning, nuisance, and sign codes; meets with property owners regarding the interpretation of codes and potential violations.

This position interacts with property owners, property managers, business owners, and the public regarding code compliance, plan review, and inspection requirements. Position reports to the Environmental Health Superintendent.

**II. ESSENTIAL JOB FUNCTIONS**

- Regularly inspects Village corridor areas for compliance with property maintenance, health, zoning, nuisance, and sign codes violations.
- Investigates service requests of reported property maintenance, health, zoning, nuisance, and sign code violations.
- Prepares notice of inspections and letters to the responsible party that inform them of the problem, the violation, the time limit for compliance, and makes recommendations for correction.
- Conducts pre-submittal and pre-construction meetings with design professionals, contractors, and owners.
- Meets with design/construction professionals as needed during the plan review and construction processes to discuss modifications necessary to ensure conformance with the applicable Village ordinances, codes, and other regulations.

- Reviews current trends and developments in the field of construction and makes recommendations, prepares revisions to the municipal codes and ordinances or national/state codes by reference.
- Recognizes opportunities, recommends, and implements process improvements that increase efficiency of department operations.
- Inspects new and existing buildings in the course of construction, alteration, and repair, for compliance with all adopted village codes, public health code, state plumbing code/laws, and ensures compliance at necessary stages.
- Performs plan review on permit applications and blueprints for new and existing buildings to ensure compliance with all adopted village codes and state laws.
- Investigates service requests for compliance regarding any code violations.
- Interacts with contractors in making corrections to ensure compliance with necessary codes and permits.
- Prepares and maintains inspection reports.
- Answers inquiries from the public regarding construction and meets with the property owners or contractors who may be performing permitted work in the Village.
- Documents code violations by issuing citations if necessary to ensure compliance.
- Issues stop work orders when necessary.
- Collects and prepares evidence on cases of non-compliance for court.
- Appears and testifies at legal proceedings.
- Maintains an awareness of proper safety procedures/guidelines and applies these in performing daily activities and tasks.
- Provides excellent customer service to property owners, property managers, tenants, businesses, co-workers, and the public.
- Collaborates professionally with other Village departments.
- Performs other duties as assigned.

### **III. BASIC QUALIFICATIONS – EXPERIENCE AND KNOWLEDGE**

- Minimum of two years of experience in code enforcement, building construction, environmental health education, or law enforcement work.
- Basic mathematics and computer skills.
- Clear verbal and written communication skills.
- Ability to read, understand, and explain laws, ordinances and regulations.
- Experience with conflict resolution and having difficult conversations.
- Must possess a valid Illinois driver's license and the ability to drive.

#### **IV. EDUCATION AND TRAINING**

- High School Diploma, GED, or equivalent.
- Ability within one year to pass and maintain the International Code Council's International Property Maintenance Code exam.
- Or an equivalent combination of training and/or experience.

#### **V. 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands and fingers to handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch, crawl, talk, hear, and smell.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

#### **VI. WORKING CONDITIONS**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is often performed in an outdoor setting. Much of this work is performed at the property owner's site.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places, and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risks of electrical shock, and vibration.

The noise level in the work environment is usually moderate, at times loud when operating equipment.

**The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**

**I hereby understand the scope of the position and the job expectations.**

**Employee Signature**\_\_\_\_\_

**Name**\_\_\_\_\_

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