



NEIGHBORHOOD ENFORCEMENT SPECIALIST

DEFINITION: Under general supervision, performs work of routine difficulty in providing service to the general public on property standards and zoning issues; in inspecting existing buildings and properties for compliance with City codes.

EXAMPLES OF DUTIES:

1. Provides information and technical assistance to the general public regarding zoning requirements and property standards compliance.
2. Inspects public and private properties for compliance with City ordinances relating to property standards, and inspects exterior property areas for zoning compliance.
3. Performs on-site inspections of work-in-progress to correct violations and performs final inspection for corrections.
4. May inspect exterior property areas for safety and/or health hazards.
5. Reports on code compliance, variations, and violations and coordinates with other Zoning staff and/or the Legal Department to enforce compliance, and prepares other reports as required.
6. Advises and coordinates contractors and property owners on needed corrections, and coordinates activities with other City departments.
7. Performs field investigations to check for compliance with ordinance requirements and follows through to completion.
8. Maintains daily and monthly detailed records of inspections made, violations, and corrections, and prepares monthly reports to supervisor.
9. Prepares violation notices to commence prosecution for code violations.
10. May testify in court or at administrative hearings on property standards and advises Legal Department on such matters.
11. Attends neighborhood meetings.
12. Performs related work as required.



KNOWLEDGE AND SKILLS:

Knowledge of zoning principles and practices. Knowledge of exterior property maintenance methods. Ability to work with general public; good oral and written communication skills.

Working skill in dealing effectively with people; and in understanding and applying City codes. Some skill in preparing/reading maps; in simple mathematical calculations and measurements; and in understanding and following directions.

TRAINING AND EXPERIENCE:

Completion of high school diploma or GED plus three (3) years experience in general construction, and code enforcement experience; or two (2) years experience in Urban Planning, Zoning, or related work; or any equivalent combination of training and experience.

WORKING CONDITIONS & PHYSICAL DEMANDS:

Work involves frequent walking, standing, and driving; some lifting and carrying of objects of moderate weight (12 – 20 pounds) The majority of the work is conducted outside and may involve regular exposure to adverse conditions and exposure to the rough and uneven terrain found on construction sites. Some duties are performed in an office setting.

NECESSARY SPECIAL REQUIREMENTS:

Possession of a valid Illinois Driver's License at time of hire.

Ability to work well with the general public.

Residency requirement: Classified employees hired after January 1, 1984 may live anywhere in Winnebago County or anywhere within an area fifteen (15) miles from the Public Safety Building within six (6) months of their date of completion of probation. Employees hired prior to January 1, 1984 shall be subject to their conditions of employment in effect at that time.