

Job Title: Code Enforcement Supervisor (Community Development)



VILLAGE OF SCHAUMBURG

PROGRESS THROUGH THOUGHTFUL PLANNING

VILLAGE OF SCHAUMBURG
Human Resources Department
101 Schaumburg Court, Schaumburg, IL 60193
<http://www.schaumburg.com/>

NOW ACCEPTING APPLICATIONS FOR THE POSITION OF: Code Enforcement Supervisor (Community Development)

The Village of Schaumburg is seeking an experienced and community-focused Code Enforcement Supervisor to lead our Code Enforcement work group. This key role ensures that private properties throughout the village are properly maintained and in compliance with all applicable codes and regulations. If you're passionate about public service and code enforcement, we'd love to hear from you!

JOB SUMMARY:

This position is responsible for the management of the code enforcement work group and the employees within that group. The position is responsible for ensuring that private properties are maintained in compliance with applicable codes. The position is responsible for determining whether facilities comply with codes and/or license requirements, and preparing, when necessary, cases for enforcement actions and/or an administrative hearing, suspension, or revocation of business licenses. Responsibilities include scheduling personnel, oversight of inspections, conducting inspections, responding to citizen concerns, and preparing ordinances for code revisions. Responding to citizen complaints, and other general problems related to property maintenance in the village is a key component of the position. The position acts as the Administrative Hearings Supervisor. The position may be required to perform inspections and/or duties as designated, beyond, and/or in addition to the normal workday or work week.

JOB DUTIES:

1. Administers, schedules, and directs inspection procedures, re-inspections, and investigation of complaints, to inspection staff as required. Supervises inspectors in the code enforcement work group; assigns workload, inspections, and complaints to subordinates. Reviews and evaluates the work of the code enforcement work group.
2. Supervises the coordination of timely and proper field reviews and inspections required by code, law, ordinances, and/or procedures. Reviews, evaluates, and monitors field inspections and operations that entail the enforcement of codes relating to the following: general property maintenance of residential, commercial, and industrial-zoned properties, business licensing, home-based businesses, rental licensing, entertainment, and amusement, and other duties and/or assignments involving operations as directed.
3. Acts as Administrative Hearing Supervisor. The position is authorized to manage the administrative adjudication process, including appointing administrative hearing officers and establishing such rules and regulations, as may be necessary for the effective operation of the administrative adjudication system. Manages enforcement action, including the issuance of citations, and represents the village in adjudication. The position also oversees employees attending Administrative Adjudication Hearings to ensure preparedness and acts as liaison with village legal counsel. Prepares and submits related code sections of code violations, ensures that all required case files, reports, and documentation are available, and manages and administers the Administrative Adjudication Program. Manages the Administrator Hearing Officer contact to ensure code requirements and includes authorizing work and payments to the contractor.
4. Responsible for oversight of various property maintenance and licensing programs for the department; including preparation of necessary reports, and coordination with other departments and groups within Community Development regarding workflow for application processes, inspection requirements, renewals, and enforcement action.
5. Recommends policy and procedural corrective measures to the director.
6. Prepares written memoranda, reports, correspondence, forms, directives, and notices that are pertinent or related to operations, village codes, and ordinances. Represents the department at periodic village-related meetings. Drafts reports regarding licensing and code enforcement issues and presents them at standing committee meetings.

7. Responsible for conducting code studies, from time to time, to review adopted village codes and ordinances as directed. Participates in the preparation of amendments to the Village Code as may be necessary from time to time, including drafting amendments.
8. Reviews and resolves filed and/or assigned complaints. As necessary, locates and submits any related code sections and attempts to resolve said complaints or code infractions informally between all parties. Serves as liaison with other village departments in the resolution of complaints and enforcement of the Village of Schaumburg Code of Ordinances.
9. Manages contracts for the Weed Abatement Program and Landscape Inspection Program to ensure properties are maintained per code which also includes authorizing work and payments to contractors.
10. Provides technical assistance to the public, landlords, tenants, businesses, and others, regarding the various property maintenance codes.
11. Reviews properties and plans as necessary for conformance with property maintenance, sign, and zoning requirements and regulations.
12. Attends educational courses and seminars as needed to maintain certifications and licenses, or as directed.
13. Utilizes special tools and/or instruments necessary in fulfilling job duties and/or as directed.
14. Performs other duties as assigned.

QUALIFICATIONS:

1. Bachelor's degree in environmental health, construction management, urban planning or a related field.
2. A minimum of three years of experience with code enforcement.
3. A minimum of one year of supervisory experience coordinating a range of activities undertaken by others that involve directing, monitoring, and evaluating the performance of staff.
4. International Code Council (ICC) Certification as a Property Maintenance and Housing Inspector.
5. Possession of a valid driver's license.
6. Proficiency with current computer technology, job-specific software, and customer service systems.

Candidates should be able to write clear, professional reports and correspondence; read and interpret procedures, ordinances, and code-related materials; and possess strong knowledge of municipal codes, including the Village of Schaumburg Code of Ordinances. They must be able to identify code violations, interpret plans and blueprints, and work independently with minimal supervision. Strong judgment is required for inspections, complaint resolution, and enforcement decisions. Candidates should communicate professionally with the public and colleagues and be able to effectively learn and enforce the Village's codes. This role involves exposure to temperature changes, chemicals, fumes, dust, unpleasant odors, and environments with animals, pests, or limited ventilation. The position requires working outdoors in inclement weather and around construction sites, including standing water, mud, and various materials or obstacles. Candidates must be able to climb ladders and stairs, work at heights, walk on roofs, and maneuver through tight or obstructed areas. The role requires frequent bending, stooping, crawling, balancing, reaching, grasping, and fine motor use, along with the ability to perceive distances, distinguish objects, identify sounds, and detect temperature variations. Strong verbal and written communication skills are essential, as is comfort speaking publicly. Candidates must be capable of operating job-related tools and equipment, reviewing plans and drawings, performing detailed code enforcement work, managing frequent interruptions, and driving to and from inspection sites.

STARTING SALARY RANGE: \$95,822.00 - \$117,382.00 annually dependent on qualifications. The salary range for this position is \$95,822.00 - \$138,942.00.

Please attach as part of your application all necessary documents verifying that you meet the minimum qualifications for the position. Interviews will be conducted as applications are received. This position will remain open until filled.

BENEFITS:

The Village of Schaumburg has a competitive benefit package with coverage that begins on the first day of employment and includes: flexible benefit Section 125 plan including health, dental, vision, and life insurance as well as medical and dependent care flexible spending accounts, and a retirement plan through the Illinois Municipal Retirement Fund. The Village also provides paid holidays, paid vacation, sick leave, tuition reimbursement, succession development, and more.

ABOUT THE VILLAGE OF SCHAUMBURG:

The village employs approximately 600 employees in 12 departments, including police, fire, engineering and public works, communications, community development, cultural services, economic development, finance, general government, human resources, information technology, and transportation. Our employees work to serve the residents and strive to make Schaumburg the best community it can be.

Our Core Values are the heart and soul of how we operate. Customer service, integrity, respect, teamwork, and trust are the values we dedicate ourselves to with the goal of providing excellent services and programs to meet the needs of our community and those within our organization. They guide our actions and serve as the framework for the decisions and contributions we make every day – at every level. Each member of the Schaumburg team is valued, belongs and provides essential services to the residents, visitors, and businesses of Schaumburg. We are proud of the rich diversity of the Schaumburg community, and we want employees to bring their own unique capabilities, experiences, and characteristics to their work in serving the community. The characteristics of humility, empathy, respect, and open-mindedness are cornerstones of our organizational culture. The success of the village depends on our employees, and we are committed to helping employees continue growing and developing in their careers.

SELECTION PROCESS:

The candidate screening process may consist of an application review, skills testing, employability assessment, interviews, and other job-related testing or verifications. Chosen candidates will be subject to background checks and a criminal history investigation. The top candidate will need to successfully complete the post-offer qualifying pre-employment medical examination and drug screen (including cannabis).

Individuals requesting reasonable accommodations under the Americans with Disabilities Act to complete the application process should contact the Human Resources Department at 847-923-3900.

The Village of Schaumburg is an Equal Opportunity Employer