



**A Century of Progress with Pride**

**Job Posting**

**Full Time Monday through Friday, 9 a.m. to 5 p.m. (Hours may vary)**

**Position:** Building Department Blight Inspector  
**Salary:** \$17.00 per hour  
**Department:** Building Dept.  
**Application Deadline:** Until Filled

**Primary Purpose:**

The primary purpose of this position is to enforce local zoning ordinances and International Maintenance Codes by warning and/or citing homes where violations exist.

**Duties:**

- Provide surveillance and inspection of properties both inside and outside for the purpose of code and local ordinance enforcement.
- Issuance of Red Tag blight notices regarding properties with violations that must be corrected.
- Take pictures of all infractions and import into computer for archival purposes or court appearances.
- Input all relevant information into the City computer system.
- Send notices regarding identified blight violations.
- Check citations before court date and compile necessary court data.
- Overtime and other duties as assigned.

**Requirements:**

- High School diploma or equivalency.
- Good math skills.
- Computer literacy
- Valid Illinois Drivers license.
- Must obtain ICC certification as a Property and Maintenance Inspector within six months of hire.
- Three month probation.
- Must be able to work outdoors during all weather, climb ladders and stairs and bend down to perform inspections.

**Accountability:** Receives general supervision from the Building Director.

**Supervision:** None.

**Working Conditions:** Ability to work in indoor and outdoor conditions to include inclement weather.

Applications can be downloaded from [www.berwyn-il.gov](http://www.berwyn-il.gov) Applications/Resumes should be emailed to [rsiabagreen@ci.berwyn.il.us](mailto:rsiabagreen@ci.berwyn.il.us)

*The City of Berwyn is an Equal Opportunity Employer. All City of Berwyn applicants will be afforded equal employment opportunity without discrimination because of race, color, religion, sex, marital status, national origin or ancestry, citizenship status, age, physical or mental disability unrelated to ability, gender identification, military status or unfavorable discharge from military service.*