



City of Joliet

Human Resources
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EMPLOYMENT OPPORTUNITIES

JOB POSTING #: 07-26
POSTED: 02/06/2026
EXPIRATION: Until Filled
TITLE: Code Inspector (Zoning) (Position Code #2235)
SALARY: This role's initial salary is \$62,428.
Full Salary Range for this position is \$62,428 - \$116,397
(More information can be found on the last page of this document)
DEPARTMENT: Community Development
DIVISION: Planning

GENERAL PURPOSE

The Zoning Inspector is responsible for enforcement of a variety of municipal codes, ordinances and regulations which were created to promote the health, safety, and welfare of Joliet residents. Under general supervision performs a variety of technical duties in support of the City's municipal code enforcement programs including but not limited to zoning, signs, nuisance abatement, private parking citations, inoperable vehicles, code violations, and other routine and complex duties relative to assigned areas of responsibilities. Serves as a resource and provides information on City regulations to property owners, residents, businesses, the general public, and other City departments.

DISTINGUISHING FEATURES OF THIS CLASS

Distinguishing Characteristics:

In addition to performing property inspections for compliance with City Codes and Ordinances, the Zoning Inspector is generally first line of contact with the public. The Zoning Inspector will answer citizen complaints as required, prepare exterior property maintenance bid lists and oversee request for bids; and prepares reports as necessary.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Perform a variety of technical duties in support of the City's municipal code enforcement program; ensure compliance with City regulations and ordinances pertaining to zoning, parking, signs, nuisance abatement, and other related codes and regulations.

Receive and respond to citizen complaints and reports from other agencies and departments on violations of City zoning, parking, and related municipal codes and ordinances; interview complainant; conduct site investigations and provide recommendations for resolution.

Conduct field investigations; inspect properties for violations; attempt to make contact at the residence or business in order to resolve violation; issue and post warning notices; notices of

violations; corrective notices, orders to comply, and related documentation for code violations; schedule and perform follow-up functions to gain compliance including letters, inspections, calls, meetings, discussions, and negotiations to ensure compliance with appropriate codes and ordinances.

Maintain accurate documentation and case files on all investigations, inspections, enforcement actions, and other job-related activities including accurate and detailed information regarding code enforcement activity to substantiate violations and take photographs to verify and document violations.

Issue citations for violations as needed to enforce ordinances and codes.

Participates in administrative hearings and prepares documents related to violations that may require court action and attests for the City in legal proceedings.

Assists other planning staff members and performs related duties and responsibilities as required.

REQUIRED QUALIFICATIONS

Education and Experience:

High School Diploma/GED supplemented by two years of experience enforcing municipal codes, property inspection or related experience.

International Code Council certification within 6 months of hire;

Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Knowledge, Skills and Abilities:

Knowledge of:

Operations, services and activities of a municipal code enforcement program including zoning, parking regulation, signs and nuisance abatement;

Principles, practices, methods, techniques and terminology of municipal code enforcement;

Methods and techniques of conducting and documenting field investigations; Legal actions applicable to code enforcement compliance;

Modern office procedures and equipment including computers and supporting word processing and spreadsheet applications;

Pertinent Federal, State and Local codes, laws and regulations.

Ability to:

Perform municipal code enforcement duties and responsibilities;

Interpret, explain and enforce applicable codes, ordinances and regulations related to zoning, nuisance abatement and health and safety issues;

Inspect and identify violations of applicable codes and ordinances;

Investigate complaints and mediate resolutions in a timely and tactful manner;

Prepare accurate and detailed documentation of investigation findings; Research, compile and collect data;

Prepare clear and concise reports;

Understand and carry out oral and written instructions; Communicate clearly and concisely, both orally and in writing;

Deal with difficult people, angry citizens, and upset business representatives and resolve their issues within the confines of laws, codes, regulations, ordinances, rules, policies and processes;

Establish and maintain effective relationships with those contacted in the course of work.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is having a High School diploma/GED; two years of experience enforcing municipal codes, property inspection or related experience; or an equivalent combination of training and experience.

The International Code Council offers certification as a zoning inspector.

SPECIAL REQUIREMENTS

- A. Valid State of Illinois motor vehicles license;
- B. Must reside within the City of Joliet and/or reside within the City of Joliet within eighteen (18) months from the date of hire if the date of hire is after February 16, 2016.

SELECTION GUIDELINE:

Formal application, rating of education and experience; oral interview and reference check.

The duties listed above are only as illustrations 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 the position.

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.

A full job description is available in Human Resources upon request.

UNION SALARY INFORMATION

The Code Inspector (Zoning) position is an AFSCME Local 440 Union represented position which:

- Requires you to live within the City of Joliet. If you are hired for the position and do not currently live in Joliet, you have 18 months to move.

- Salary starts at \$62,428. This is not a negotiable starting salary. Step Increases are as follows:
 - o After 18 months: \$87,166.00
 - o After 24 months: \$91,418.00
 - o After 30 months: \$95,980.00
 - o After 48 months: \$102,856.00
 - o After 144 months: \$107,870.00
 - o After 180 months: \$111,042.00
 - o After 240 months: \$116,397.00

*Future salary amounts may change depending on yearly cost of living (January 1st) and new collective bargaining contracts

The City of Joliet offers the following paid benefits:

Vacation & Sick Leave (accrued monthly), Holidays, and Bereavement Leave as well as coverage options that share funding by the City and the employees for Health, Dental, Prescriptions & Life Insurance.

We also offer Tuition Assistance Reimbursement, paid Jury Duty and Protective Clothing and Equipment (if applicable).

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