

Building and Zoning Coordinator



City of Washington, Illinois

Do you care about neighborhoods, local businesses, and how a city grows—block by block? The City of Washington is seeking a thoughtful, service-minded professional to join our Planning and Development Department and help guide development in a way that protects residents, strengthens neighborhoods, and supports a vibrant community.

Working under the direction of the Planning and Development Director, this position blends planning, zoning, inspections, code enforcement, and customer service into a dynamic role that makes a real impact on the community.

IN THIS ROLE, YOU'LL:

- Review building and development plans to ensure compliance with City zoning ordinances
- Interpret zoning regulations and apply them to real-world projects
- Conduct zoning and property inspections
- Review permit applications for construction, additions, subdivisions, and developments
- Coordinate and/or complete inspections (depending on qualifications) for building, electrical, plumbing, and life safety systems
- Enforce adopted building codes including IBC, IRC, IPMC, NEC, and Illinois Plumbing Code
- Investigate nuisance and City code violations and assist with enforcement and abatement
- Assist developers, engineers, builders, residents, and City staff with technical guidance
- Attend Planning & Zoning Commission and Historic Preservation Commission meetings, as needed
- Serve as the primary contact for dilapidated building inspections
- Process short-term rental permit applications
- Prepare reports, lien waivers, and monthly/yearly building summaries
- Respond to zoning-related FOIA requests

WHAT WE'RE LOOKING FOR:

- Ability to clearly explain regulations and communicate effectively to residents and professionals
- Knowledge of zoning, land use, construction practices, and architectural plans

- Familiarity with legal procedures related to zoning and code enforcement
- Comfort using computers, databases, GIS, and web-based applications
- Strong organizational and project management skills
- Self-motivated, dependable, and able to work independently

Requirements:

- ✓ Bachelor's degree from an accredited college or university
- ✓ Valid Illinois driver's license
- ✓ Ability to obtain ICC Residential and Commercial Building Inspector certifications within 6–12 months

Preferred Background:

- ✓ Degree in Urban Planning, Architecture, Engineering, or a related field
- ✓ Experience in building inspection, zoning, or code enforcement

HOW TO APPLY:

Apply today and put your planning and inspection skills to work for the community!

Anticipated salary range between \$60,000-\$75,000 per year, commensurate with experience. The City of Washington offers a robust benefit package including but not limited to paid-time off, medical benefits, and a variety of retirement savings opportunities.

Qualified candidates are encouraged to submit a **resume**, **cover letter**, and **references** through our online application platform: <https://ciwashington.aaimtrack.com/jobs/>.

Questions can be directed to Maureen Chambers, Human Resources Manager.