



# WE'RE HIRING

## BUILDING & ZONING COORDINATOR

### Key Responsibilities

- Review building, zoning, and development plans for code and ordinance compliance
- Interpret and apply zoning regulations to real-world projects
- Conduct zoning and property inspections and prepare professional reports
- Review and process permit applications for construction, additions, subdivisions, and developments
- Coordinate and oversee building, electrical, plumbing, and life-safety inspections
- Enforce adopted building and property maintenance codes and assist with abatement efforts
- Provide technical guidance and customer service to developers, contractors, residents, and staff
- Support Planning & Zoning Commission activities, reporting, and zoning-related FOIA requests

### 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, planning, zoning, or code enforcement



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