



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



**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. This role plays a key part in guiding development that protects residents, strengthens neighborhoods, and supports a vibrant, well-planned community.



Ready To Go? Apply Today:
www.ci.washington.il.us/

301 Walnut St,
Washington, IL 61571

