

Environmental Health Seasonal - Summer Help

The Village of Palatine is seeking a seasonal summer help for the Environmental Health Division of the Community Services Department.

Description: The position assists Inspectors with complaint investigation of municipal ordinances, including tall grass, solid waste and property maintenance code enforcement. Position reports to the Environmental Health Field Director.

Essential Job Functions: Works independently to visit inspection sites, identify and document code violations. Utilizes Village software to conduct research of property ownership and prepare notices. Assists Inspectors in enforcement procedures, including posting notices and court testimony. Ability to understand and execute oral and written directions. Interacts with customers and the public; and maintains satisfactory working relationships. Responds to telephone calls and other inquiries from customers concerning work in progress, completed work, code questions and other related items. Follows all safety rules and regulations of the Village.

Ability to tolerate both inside and outside environmental conditions. Must have mobility to visit inspection sites as needed, including walking, standing, bending, squatting, climbing and occasionally lift and/or move up to 25 pounds.

Qualifications: Applicants must be 18 or older, minimum high school diploma or equivalent. A valid driver's license is required. Applicants with a background in code enforcement are strongly preferred.

Salary: \$13.00/per hour

Hours: Monday through Friday from 8:00 AM to 4:00PM

Employment Duration: May 10, 2021 to August 6, 2021

To Apply: Apply online at www.palatine.il.us to complete an application.

The Village of Palatine is an equal opportunity employer.