

LAW OFFICES

STORINO, RAMELLO & DURKIN

9501 WEST DEVON AVENUE
ROSEMONT, ILLINOIS 60018

DONALD J. STORINO
MICHAEL K. DURKIN
RICHARD J. RAMELLO
NICHOLAS S. PEPPERS
THOMAS M. BASTIAN
ANGELO F. DEL MARTO
JAMES E. MACHOLL
BRIAN W. BAUGH
ANTHONY J. CASALE
ANDREW Y. ACKER
PETER A. PACIONE
MELISSA M. WOLF
MATTHEW G. HOLMES
MICHAEL R. DURKIN

(847) 318-9500

FACSIMILE (847) 318-9509

December 10, 2015

THOMAS J. HALLERAN
ERIN C. TINAGLIA
ADAM R. DURKIN

JOSEPH G. KUSPER
MARK R. STEPHENS
BRYAN J. BERRY
ANN M. WILLIAMS
LEONARD P. DIORIO
RICHARD F. PELLEGRINO
DONALD J. STORINO II

OF COUNSEL

IN REPLY REFER TO FILE NO.

Mr. David Pollard
Reporter
Elm Leaves/Chicago Tribue Medi
dpollard@pioneerlocal.com

EP-1

Re: Freedom of Information Act Request

Dear Mr. Pollard:

On December 3, 2015, the Village of Elmwood Park received your Illinois Freedom of Information Act (5 ILS 140/1 *et seq.*) ("FOIA") request for the following records:

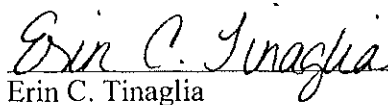
--The job description for Code Inspector at Village of Elmwood Park Code Administration and the number of people who are employed in this position.

--A list of the number of employees that make up the Village of Elmwood Park Code Administration their titles and respective job descriptions."

Enclosed please find the records responsive to your FOIA request. Should you require additional records, please submit another FOIA request. Thank you for your inquiry.

Sincerely,

STORINO, RAMELLO & DURKIN
Attorneys for the Village of Elmwood Park


Erin C. Tinaglia

Enclosures

5 FULL TIME
2 PART TIME

Code Administration Job Description

Code Enforcement Officer

General Purpose:

Performs a variety of inspectional services, including, but not limited to new construction, alterations, remodeling, additions, garages, fences, and any and all other types of building related services. Enforces the Village of Elmwood Park code and ordinances relating to Buildings, Maintenance, Contractors, and any other code involving property standards.

Supervision Received:

Works under the immediate supervision, assignment, and approval of the Director of Code Administration and/or Building Commissioner.

Supervision Exercised:

None

Essential Duties and Responsibilities:

-Enforce the Village of Elmwood Park Code and Ordinances by policing the streets during routine inspections, questioning any unauthorized contractors and/or projects that do not have proper permits displayed.

-Enforce the International Building Code (I.B.C.), and International Property Maintenance Code (I.P.M.C.) on any deficient or substandard dwellings.

-Assure all work performed in the village is completed in a professional manner and in accordance with the standards and regulations set forth in the Elmwood Park and I.C.C. code books.

-Assure all work performed in the village is completed in a professional manner and in accordance with the standards and regulations set forth in the Elmwood Park and National Electric Code (N.E.C.) books.

-Assure that all plumbing work performed in the village is completed in a professional manner and in accordance with the standards and regulations set forth in the Elmwood Park and Illinois Plumbing Code books.

-Inspect all homes, condominiums and apartments at the time of sale, to ensure that all properties are upgraded to current I.P.M.C. standards.

-Assist the Director of Code Administration and/or the Building Commissioner with any and all requests pertaining to building codes and property maintenance.

Code Enforcement Officer, page 2

-Carry out the implementation of any and all new policies and programs set forth by the Village Administration.

-Maintain the various records and files and make the necessary follow-ups in regard to inspections, problems/complaints, etc.

-Responsible for following all policy and procedures regarding employment and workplace safety as outlined in the Village of Elmwood Park Personnel Manual.

Performs all other duties as assigned and required by the Director of Code Administration and/or the Building Commissioner.

Desired Minimum Qualifications:

Education and Experience:

- A. Graduation from High School or GED equivalent
- B. Any equivalent combination of education and experience.

Necessary knowledge, skills and abilities:

- A. General knowledge of building practices and techniques;
- B. Ability to read and understand basic plans and blueprints;
- C. Ability to perform tasks in a reasonable and responsible manor, ability to work safely, ability to communicate effectively verbally, and maintain effective working relationships with employees, other departments, and the public; able to carry out written and oral instructions;
- D. Ability to work autonomously, excellent written record keeping ability.

Special Requirements:

Valid State of Illinois Drivers License

Physical Demands:

The physical demands described in the essential job functions are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of the job, the employee is regularly required to use hands to finger motion, handle, feel or operate objects, tools or controls, and reach with hands and arms.. The employee is frequently required to stand, talk or hear. The employee is required to walk, sit, stoop, bend, kneel, crouch, or crawl; and smell.

Each employee is responsible to perform all duties related to their job function in a conformance to appropriate safety and security standards. Each employee is responsible for

Code Enforcement Officer, page 3

their own safety, as well as that of their co-workers. While performing their assigned duties, they are responsible to wear and use all safety equipment provided to them.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration.

The noise level in the work environment may be loud in the field setting, and moderately quiet in the office settings.

*1 Full Time
Same Person*

JOB DESCRIPTION

Building Commissioner

RESPONSIBILITIES:

1. Inspect all aspects of new construction, alterations, remodeling, additions, garages, fences, etc...
2. Enforce the Village of Elmwood Park's ordinances and codes by policing the streets during routine inspections and questioning any contractors and/or property owners that do not have proper permits displayed.
3. Enforce the I.B.C. International Building Code in regards to any deficient or substandard dwellings.
4. Assure that all work performed in the village is completed in a professional manner in accordance with the standards and regulations set forth in Elmwood Park's Village code and International Building Code and the accessibility code.
5. Inspect all homes, condominiums and apartments at time of sale, to ensure that all properties are upgraded to current International Building Code and property maintenance standards.
6. Assist the Director of Code Administration with any and all requests pertaining to building codes and property maintenance.
7. Carry out the implementation of any and all new policies and programs set forth by Village Administration.
8. Maintain the various record files and make the necessary follow-ups in regard to inspections, problems, complaints, etc...
9. Responsible for following all policy and procedures regarding employment and workplace safety issues as outlined in the Village of Elmwood Park's personnel manual.
10. Supervise the daily activities of the property maintenance, plumbing and electrical inspectors.

SKILLS:

- International Building Code Certified Building Inspector
- Excellent written and oral skills.
- Excellent public relation skills.
- General knowledge of building practices and techniques.
- Ability to read and understand basic plans and blueprints.
- Good record keeping ability.
- Must be able to work autonomously.
- Must have valid driver's license to operate village inspection vehicles.
- Good computer skills.

JOB DESCRIPTION

Code Administrator

1 FULL TIME
SAME PERSON

RESPONSIBILITIES:

1. Oversee and coordinate the functions of the department including, but not limited to:
 - a. Building.
 - b. Zoning.
 - c. Property Maintenance.
 - d. Plan Review.
 - e. Issuance of permits.
 - f. Coordinate flood assistance program
 - g. Licensing Contractors.
 - h. Work with P.Z.D. on Special Use and Variation procedures.
 - i. Insurance and bond requirements.
 - j. Real Estate Transfer inspections.
 - k. Village electrical systems, including street lighting, public buildings and holiday decorations.
 - l. Respond to resident's queries and/or complaints.
 - m. Neighbor disputes.
 - n. Landlord/Tenant relations.
 - o. Enforce Village ordinances on signs, public and private property.
 - p. Department Budget.
 - q. Implement procedures and administer programs as directed by the Village President and Board of Trustees.

SKILLS:

- Excellent public relation skills.
- Excellent written and oral skills.
- Good computer skills.
- Excellent general knowledge of Building practices and codes.
- Ability to review and understand blueprints, plans and surveys.
- Employee management skills.

3 Full time

JOB DESCRIPTION

Code Administration Clerk

RESPONSIBILITIES:

1. Answering phones and assisting homeowners with any questions they may have in a courteous and helpful manner.
2. Receiving applications for contractor's licenses and making certain the information is correct.
3. Typing building permits, new construction permits, issuing of electrical, plumbing and mechanical permits making certain that information is correct.
4. Working with contractors and their insurance companies to make certain the insurance and bond information is correct.
5. Responsible for general office duties, such as filing making appointments for real estate transfer stamp inspections, entering date into the computer such as permits, contractors licenses, and any other date that needs to be entered.
6. Assist the Code Director and Building Commissioner with all correspondence to contractors & residents.
7. Assist the building inspectors with appointments, complaints and inspections for new building, remodeling, transfer stamps flood control assistance program and any and all other programs administered by the code department.

SKILLS:

- Good typing skills.
- Excellent receptionist skills.
- Good computer skills.
- Excellent public relation skills.
- Good record keeping skills.
- Good written and oral skills.

1 Full Time

JOB DESCRIPTION

Code Administration, Office Manager

RESPONSIBILITIES:

1. Assist contractors in obtaining their license to do work in the Village:
 - a. Explain requirements, licensing fee and insure that all Village and code requirements are met.
 - b. Prepare new contractor applications that are being presented to the Village Board and Commerce Commission for approval.
 - c. Issue contractors license.
2. Assist homeowners and contractors with permit information and requirements, and set up the subsequent inspections.
3. Issue permits after Building Commissioner approval.
4. Prepare, record and maintain the documentation and record file for the various permits, covenants, contractors, inspection reports, etc...
5. Prepare and issue the billing statements for semi-annual elevator inspections.
6. Prepare and issue the monthly report for Leyden Township, the Cook County Assessor, Census Bureau and Village Manager.
7. Prepare reports, correspondence and documentation for the Director, Building Commissioner and Inspectors including the updating and revising of office documents and forms.
8. Set up databases for contractors, permits, covenants, occupancy certificates and inspections.
9. Implement office flow procedures and oversee the daily routine of Code Administration clerks, and give direction for the best use of time and personnel.

SKILLS:

- Good typing skills
- Good computer skills.
- Excellent public relation skills.
- Excellent written and oral skills.
- Record keeping ability.
- Organizational skills