

**VILLAGE OF DOLTON  
COOK COUNTY, ILLINOIS**

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**ORDINANCE NO. 15-030  
AN ORDINANCE AMENDING TITLE 1, CHAPTER 8  
OF THE DOLTON VILLAGE CODE TO CREATE THE POSITION OF  
DIRECTOR OF INSPECTIONAL SERVICES**

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**BE IT ORDAINED BY THE MAYOR AND BOARD OF TRUSTEES OF THE VILLAGE OF DOLTON, COOK COUNTY, ILLINOIS,** in the exercise of its home rule authority as follows:

**SECTION 1: Amendment.** Title 1, Chapter 8, Subsection 8F, "Village Community Service Liaison," is hereby amended to provide as follows:

**1-8F-1            DIRECTOR OF INSPECTIONAL SERVICES:**

**A.     Office Created, Appointment.**

There is hereby created a full-time position in the Village to be known as the Director of Inspectional Services, at the salary to be provided in the annual appropriations ordinance.

**B.     Appointment and Authority.**

The Director of Inspectional Services shall be appointed by the President and shall be under the direct supervision of the Village President's Office, and shall perform a variety of functions for all departments in a non-sworn capacity.

**1-8F-2            POWERS AND DUTIES:**

In addition to other powers conferred herein, the Director of Inspectional Services shall perform the following powers and duties:

a)     Performs any and all duties assigned by the President or Village Administrator, including, but not limited to the following:

1.     Enforces Village ordinances regarding parking, zoning, housing, health and other Village code related violations.

(i)     Unauthorized Handicap/Fire Lane Parking

- (ii) Improper Village Vehicle Tax Display
  - (iii) Grass and Litter Violations
2. Acts as courier for Village documents.
    - (i) Delivering of documents from Clerk's Office and/or Mayor's Office to human resources and other departments, and vice versa.
  3. Coordinate and organize Block Club startups and Neighborhood Watch meetings.
  4. May be assigned to handle court files and attend court hearings.
    - (i) Collect Monies from Clerk's Office and deposit at bank.
  5. Responsible for the citing and removal of junk and unsafe vehicles as directed by supervisor five and ten day tow violations.
    - (i) Snow Route removals
    - (ii) Abandoned vehicles
  6. Supervises other employees in the Department.

**1-8F-3: MINIMUM JOB REQUIREMENTS:**

High school diploma or GED; with the Village approval, a combination of training and experience which provide equivalent knowledge, abilities, and skills.

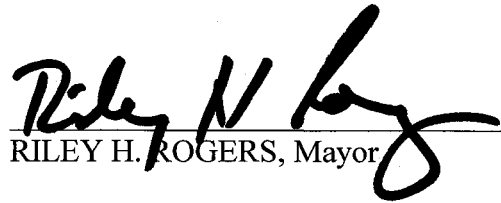
Must have a valid driver's license and be insurable and bonded by the insurance carrier of the Village of Dolton.

Successful completion of criminal background check, reference checks, and must pass security clearance. Applicants must be of good moral character and habits.

**SECTION 2: Repealer.** Any provision of the Village Code heretofore adopted which is in conflict with the provisions of this Ordinance is, to the extent of such conflict, hereby repealed.

**SECTION 3: Effective Date.** This Ordinance shall be in full force and effect upon its passage, approval, and publication as required by law.

PASSED AND APPROVED this 3rd day of August, 2015.

  
RILEY H. ROGERS, Mayor

ATTEST:

  
MARY KAY DUGGAN, Clerk

Ayes: 6      Brown,, Henyard, Hunt, Muhammad, Pierson, Stubbs  
Nays: 0  
Absent: 0  
Abstain: 0