

HUMAN RESOURCES DIVISION
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**150 WEST JEFFERSON STREET
JOLIET, ILLINOIS 60432-4158**

EMPLOYMENT OPPORTUNITIES

JOB POSTING #: 32-23

POSTED: 04/24/2023, 9:00 a.m.

EXPIRATION: until filled

TITLE: Property Maintenance Coordinator (Position Code #1290)

SALARY: DOQ

DEPARTMENT: COMMUNITY DEVELOPMENT

DIVISION: NEIGHBORHOOD SERVICES

GENERAL PURPOSE

This position performs administration and supervision of property maintenance, rental programs and employees, and related work as required.

ESSENTIAL DUTIES & RESPONSIBILITIES

Directs, coordinates and supervises the activities of assigned employees; Evaluates the performance of assigned employees;
Assists the division director in formulating and prescribing work methods and procedures to be followed by assigned employees;
Assists the division director in appraising conditions of work and taking the necessary steps to improve assigned operations;
Prepares reports and summaries of ongoing programs and projects;
Assists division director in implementation and maintenance of code enforcement software;
Confers with and advises subordinates on difficult work problems, the development and installations of new work procedures and policies, and methods of coordinating services; Maintains sufficient records and documentation for complete and accurate case files;
Schedules properties which have been approved for demolition, for prompt demolition action;
Coordinates activities with Inspection Services staff to enhance property maintenance efforts as required;
Ensures property maintenance complaints are responded to in a timely manner;
Performs field inspection for property maintenance violations and demolition;
Attends neighborhood meetings to assess community needs and provides ongoing information on available programs and services;

Present cases at Administrative Adjudication hearings in an effort to achieve code compliance;
Prepare cases for Housing and Demolition Court, in cooperation with the Legal Department;
Performs other duties, as assigned.

MINIMUM QUALIFICATIONS

Education & Experience:

BA degree in business, or related field

Five years of experience in property management or building/housing code enforcement Any equivalent combination of experience and training which provides the required knowledge skills and ability.

Necessary Knowledge, Skills & Abilities:

Good knowledge of the modern principles, practices and equipment used in the fields of housing and property maintenance;

Good knowledge of the requirements of local housing and building codes; Ability to plan, organize and direct the work of subordinate employees;

Working knowledge of computers and electronic data processing, including Microsoft Office, Excel, Word, PowerPoint, etc.;

Communication and interpersonal skills to professionally and respectfully interact with coworkers, managers, the public, and government officials to exchange or convey information, both orally and in writing;

Ability to understand and follow complex oral and written directions;

Ability to prepare and maintain various records and reports;

Ability to understand and communicate the requirements of City housing and building codes as well as City Ordinances;

Good judgment, thoroughness and dependability;

Ability to effectively prioritize and execute tasks in a high-pressure environment; Ability to handle stressful situations;

Ability to work outdoors in adverse conditions;

This is a 24/7 on-call position, which works outside normal working hours to attend neighborhood meetings and assist the Police Department's no-heat and unhealthy condition complaints.

SPECIAL REQUIREMENTS

Valid State of Illinois driver's license.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

A full job description is available in Human Resources upon request.

Only applications with a cover letter and resume along with five (5) references will be considered.

EQUAL OPPORTUNITY/REASONABLE ACCOMMODATION EMPLOYER