

CITY OF GLADSTONE
NEIGHBORHOOD RELATIONS AND MAINTENANCE COORDINATOR

The City of Gladstone is currently seeking a dynamic, positive, and multi-faceted individual to fill the role of Neighborhood Relations and Maintenance Coordinator. This position is an excellent opportunity to join a collaborative team within our Community Development Department, where the focus is on making Gladstone a great place to live, work, and play.

Position Details:

- Title: Neighborhood Relations and Maintenance Coordinator
- Starting Pay: \$18.89 - \$28.70 per hour (DOQ)
- Employment Type: Full-Time, Non-Exempt
- Benefits: Eligible
- Work Schedule: Monday – Friday, 8:00 AM to 5:00 PM

Position Overview:

The ideal candidate will work closely with a dedicated team, conducting property maintenance and nuisance inspections for residential and commercial properties. They should be a skilled problem-solver with a focus on delivering excellent customer service. An International Code Council (ICC) Property Maintenance and Housing Inspector certification is highly preferred.

Minimum Qualifications:

- Experience in commercial and residential code enforcement
- A valid driver's license
- Strong communication skills, both oral and written
- Proven ability to build and maintain positive working relationships with residents, businesses, property owners, and colleagues
- Capability to safely perform physical actions necessary for inspections
- Must be able to handle all essential job functions under various working conditions
- Working knowledge of property maintenance codes is preferred
- Previous experience as a municipal inspector is a plus
- International Code Council certifications are a plus

This is an excellent opportunity to grow in a supportive, engaging environment while contributing to the well-being and improvement of our community.