

JOB POSTING

Applications being accepted for Code Enforcement Officer

Holishor Home Owners Association - Edwardsville, IL

Type of Position: Full Time, Permanent

Type of Pay: Hourly Bi-Weekly

Direct Supervisor: Association Manager

Position Responsibilities

1. General

a. Assist Association Manager with all responsibilities associated with the Building Rules.

b. Other responsibilities as they materialize.

c. Perform as the Enforcer of Holishor Association Rules and Regulations as written in Covenants, By-Laws, and Rules of Building/Boating. NOTE: There are both scheduled and unscheduled instances that require this position to work non-normal hours, weekends and holidays.

2. Supervisory

a. Establish and maintain good communications with Madison County and local government offices that affect Holiday Shores (i.e. EPA, DNR, Sheriffs Department, etc.).

b. Assure compliance with all levels of relevant government agency requirements (i.e. EPA, IDMV, IDOT, Sheriffs Departments, etc.).

c. Maintain a working knowledge of all Security and Safety equipment.

d. Understand Holiday Shore's budgets and control costs to meet or reduce expenditures.

e. Maintain a cooperative atmosphere with all committees and assist as time, manpower and funds allow.

f. Provide and keep adequate records and provide needed reports.

g. Visit residents as reasonable complaints or requests require.

h. Maintain Association key and lock inventory in both physical and electronic formats.

3. Boat Specific

a. Issue citations for actions taken in violation of the Rules and Regulations established and approved by the membership.

b. Patrol Holiday Lake and monitor all boating activity as defined by the Association Manager.

c. Provide assistance when needed

d. Enforce all Boating Rules and Regulations on Lake Holiday.

4. Other

a. Holishor Association, Inc. will provide 2-Way radios for internal use.

b. Holishor Association, Inc. will provide a cell phone, this cell phone is to be used for Holishor business only, no personal calls either in or out will be tolerated.

c. Code Enforcement Officer cell phone voice mail and email must be checked upon reporting for your shift and periodically throughout your shift.

d. Perform beach checks. This is to establish if all persons are members or guests of members or an associate member. Those individuals found not to be a member or guest of a member or associate member will be asked to leave.

e. Schedule Boat Patrols for weekends during peak boating Season.

Please send resume to jobs@holidayshores.us

