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City of Elgin, IL Jobs — Public Works Maintenance Coordinator — Elgin, IL, USA

Description

For readers interested in City of Elgin Jobs near Elgin, IL, USA, the Public Works Maintenance Coordinator path brings together tasks in local road and infrastructure maintenance. The responsibilities involve logging roadway repair complaints, scheduling maintenance crew requests, and updating work order completion notes. Experience with public works, maintenance scheduling, or work orders can help build confidence in this type of work.

Responsibilities

- Logging roadway repair complaints.
- Scheduling maintenance crew requests.
- Updating work order completion notes.

Qualifications

- Working familiarity with public works and maintenance scheduling.
- Comfortable with logging roadway repair complaints and checking details before handover.
- Can maintain accurate records while working with several service requests.

Experience

A work, internship, or coursework background involving work orders can support this career track.

Skills

public works, maintenance scheduling, work orders, Public Works Maintenance Coordinator

Career Information

Explore City of Elgin, IL career and organization information to find current openings and application instructions.

Hiring organization
City of Elgin, IL

Employment Type

Industry
Local Government

Job Location
Elgin, IL, United States

Date posted
November 20, 2026

Valid through
2026-11-24