

Josue Alcaraz

Professional Summary

Code Enforcement Inspector & Manager with 17 years of experience working collaboratively with management and staff to optimize adherence to policies, procedures, standards and regulations. Well-versed in comprehensive analysis of operations, process improvement recommendations, and best practice introduction. Knowledgeable Code Enforcement Officer with extensive experience interpreting and enforcing all local ordinances. Proficient at responding to phone and email reports of code violations. Skilled at inspecting buildings and land to identify any violations. Sound knowledge of Central Square Trakit. Adept at providing thorough inspections and investigating reports of violations. Committed to improving public safety and awareness in community.

Skills

- Ability to interpret ordinances
- Determined and Persistent
- Exceptional Communication Skills
- Bilingual
- Effective Crisis Manager
- Critical Thinker
- Leadership
- Self-Motivation
- Quick Learner
- Good Time Management
- Trustworthy and Responsible
- Community Focused

Work History

10/2025 to present, **Interim Director of Property Standards, City of Aurora** – Aurora, IL

- Coordinates and directs inspections, by subordinate staff, of building construction, alteration, or repair for the determination of building and zoning code and ordinance compliance; directs plumbing, heating, electrical, structural, general zoning, and other inspections to determine potential violations.
- Reviews building permit applications and building plans related to enforcement activities for code and ordinance compliance; approves, rejects, or outlines revisions in accordance with established standards; interprets applicable laws and regulations for contractors, owners, and other principals.
- Prepares, administers, and monitors the divisional budget under the direction of the Director of Development Services
- Supervises division staff either directly or indirectly through senior staff.
- Oversees the investigation of complaints, determining possible code violation and action needed to secure compliance, performs follow-up to determine whether corrective action has been taken and reports continued non-compliance for legal action.
- Prepares and maintains requisite correspondence, records and reports; attends a variety of hearings and meetings.
- Appears in court, providing expert and relevant testimony, as required.
- Prepares staff and case records for administrative hearings and circuit court cases in conjunction with the legal department.
- Manages and directs all licensing programs for the division and assists all City departments as required.
- Coordinates and oversees City-wide Electronic Recycling events.
- Oversees grant programs for the City's demolition of vacant / blighted properties
- Helps develop and coordinate Departmental procedures and methods to ensure uniform application across associated Divisions

10/2024 to 10/2025, **Assistant Director of Property Standards, City of Aurora** – Aurora, IL

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- Reviews building permit applications and building plans related to enforcement activities for code and ordinance compliance; approves, rejects, or outlines revisions in accordance with established standards; interprets applicable laws and regulations for contractors, owners, and other principals.
- Prepares, administers, and monitors the divisional budget under the direction of the Director of Property Standards.
- Supervises division staff either directly or indirectly through senior staff.
- Oversees the investigation of complaints, determining possible code violation and action needed to secure compliance, performs follow-up to determine whether corrective action has been taken and reports continued non-compliance for legal action.
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- Manages and directs all licensing programs for the division and assists all City departments as required.
- Coordinates and oversees City-wide Electronic Recycling events.

8/2021 to 10/2024, **Management Assistant of Property Standards. City of Aurora – Aurora, IL**

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05/2021 to 07/2021, **Code Enforcement Officer. Village of Sugar Grove – Sugar Grove, IL**

- Enforced compliance with village regulations and ordinances, including those pertaining to land use, zoning, nuisance housing, building codes, health and safety and various other matters.

01/2009 to 8/2021, **Facility Security worker (ACT), Custodian, Account Clerk, Quality of Life Inspector & Property Maintenance Compliance Officer I & II. City of Aurora – Aurora, IL**

- Enforce city ordinances and the international property maintenance code to ensure public health, safety and welfare.
- Inspect rental properties
- Noted violations and issued documentation such as stop work orders to contractors or owners.
- Re-inspected residential constructions which previously failed inspections.
- Provided information about methods and materials to correct problems and bring structures in compliance with ordinances and codes.
- Made and submitted reports detailing finding and any actions taken.
- Performs general grounds keeping duties at ATC
- Performs building security duties at ATC.
- May enter data into automated systems. Data may relate to purchase requisitions, invoices received, or other finance-related matters.

05/2007 to 05/2009, **(POC / part-time) Firefighter. Sugar Grove Fire Department – Sugar Grove, IL**

- Responded to emergency medical calls to perform lifesaving procedures and other emergency medical services.
- Educated public and community members on fire safety.
- Evaluated situation at emergency sites to determine and execute most effective methods for saving life and property.
- Operated pumping engine to direct water pressure in hose and nozzle for most efficient operation.

Education

Fire Science - Waubensee Community College – Sugar Grove, IL
High School Diploma - Kaneland High School – Maple Park, IL

Certifications

- Certified ICC / AACE Property Maintenance and Housing Inspector

Languages

- Spanish Native/Bilingual