

Job Specification

HOUSING INSPECTOR

DEFINITION

Under direction, performs inspection work involved in eliminating blight and restoring and/or eliminating subnormal housing accommodations; does other related duties.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

NOTE: Appointments may be made to positions requiring bilingual skills.

04921- Bilingual in Spanish and English.

SPECIAL SKILL

Applicants must be able to read, write, speak, understand, or communicate in Spanish and English sufficiently to perform the duties of this position.

EXAMPLES OF WORK:

Inspects buildings for health and safety violations.

Confers with individual property owners relevant to service of notices and violations.

Reinspects houses after completion of repairs to ensure compliance with regulations.

Inspects dwellings that present difficult and unusual problems.

May coordinate agency functions with other concerned agencies.

Attends meetings.

Prepares reports.

May give advice and guidance to other staff.

Maintains records and files.

Presents inspection findings in court cases.

May inspect hotels and/or multiple dwellings to detect and eliminate fire hazards and to enforce provisions of relevant fire safety codes and related regulations.

May be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

REQUIREMENTS:

EXPERIENCE:

One (1) year of experience in building inspection, building repair, building maintenance, construction, construction inspection,

and/or other work concerned with building structures and/or building repair.

NOTE: Successful completion of a course in Principles of Housing Inspection may be substituted for six months of the work experience.

NOTE: Possession of a current and valid Fire Inspector Certification issued by the NJ Department of Community Affairs may be required.

NOTE: Appointees will be required to possess a license as an Inspector Multiple Dwellings, issued by the New Jersey Department of Community Affairs, when assigned to a municipality approved to conduct cyclical inspections of multiple dwellings in conjunction with the State Local Cooperative Housing Inspection Program (SLCHIP).

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

KNOWLEDGE AND ABILITIES:

Knowledge of approved inspection methods involved in preventing and eliminating blight and restoring and/or eliminating subnormal housing accommodations.

Knowledge of state and municipal housing codes and zoning ordinances.

Ability to perform inspection work involved in preventing and eliminating blight and/or substandard housing accommodations.

Ability to meet with people and deal effectively with their housing inspection problems.

Ability to participate in community affairs.

Ability to prepare reports.

Ability to provide guidance and assignments to assigned employees.

Ability to maintain records and files.

Ability to present inspection findings in court cases.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.