

November 20, 2014

Board of Health	Municipal Garage
Board of Adjustment	Office of Emergency Mgmt.
Central Dispatch 911	Planning Board
City Attorney's Office	Police Department
City Clerk's Office	Public Works Department
City Engineer's Office	Purchasing Departments
Municipal Treasurer's Office	Dept. of Public Property/Comm Services
Construction Code Department	Tax Assessor
Fire Department	Tax Collector
Mayor's Office	Transportation & Parking Dept.
Municipal Court	Linden Library

TO THE DEPARTMENT ADDRESSED:

Please be advised that there is a vacancy for the position of Housing Inspector Trainee in the Construction Code Department at the annual salary of \$25740 (job description and requirements attached). This position is a part time position for 20 hours per week. Please post this in an area available to all employees. In addition to this announcement, this position will be publicly advertised.

Anyone interested in the above mentioned vacancy must obtain an employment application from City Clerk's office. All applications must be returned to the City Clerk, **no later than Friday, December 5, 2014.**

Very truly yours,

Jessica Sheehy
Supervisor of Personnel

c: Mayor Richard J. Gerbounka
Council President James Moore
MEMBERS OF COUNCIL
Bulletin Board
Affirmative Action Officer



You are reading the State of New Jersey Job Descriptions. This is **not** a Job Vacancy Announcement.

Job Specification 02074

HOUSING INSPECTOR TRAINEE

DEFINITION

Under close supervision, in a trainee program, performs productive work while receiving formal and on the job training in the proper procedures involved in conducting housing inspections designed to eliminate blight and restore and/or eliminate substandard housing accommodations; does other related work.

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.

EXAMPLES OF WORK:

Under supervision, as trainee and productive worker:

Receives instructions in proper procedures for inspecting buildings for violations of applicable housing requirements.

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

Learns to reinspect houses after completion of repairs to assure compliance with regulations.

Assists in coordinating duties with other concerned agencies.

Attends meetings.

Learns to prepare reports.

Learns to maintain records and files.

Learns how to present inspection findings in court cases.

May inspect hotels and/or multiple dwellings to detect and eliminate fire hazards and enforce the 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:

LICENSE:

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

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

KNOWLEDGE AND ABILITIES:

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 maintain records and files.

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 the position. American Sign Language or Braille also may 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.

NOTE: The designated length of the training period for this class shall not be longer than 12 months duration in accordance with N.J.A.C. 4A:3-3.7(d).

CODES: LG - 02074 MCK 3/26/03

This job specification is for local government use only.
