

February 11, 2015

Board of Health
Board of Adjustment
Central Dispatch 911
City Attorney's Office
City Clerk's Office
City Engineer's Office
Municipal Treasurer's Office
Construction Code Department
Fire Department
Mayor's Office
Municipal Court

Municipal Garage
Office of Emergency Mgmt.
Planning Board
Police Department
Public Works Department
Purchasing Departments
Dept. of Public Property/Comm Services
Tax Assessor
Tax Collector
Transportation & Parking Dept.
Linden Library

TO THE DEPARTMENT ADDRESSED:

Please be advised that there is a vacancy for the position of Code Enforcement Trainee in the Construction Code Department at the rate of \$17.45/hour (job description and requirements attached). This position is part time for 19.50 hours per week. Please post this in an area available to all employees. In addition to this announcement, these positions will be publicly advertised.

Anyone interested in the above mentioned vacancies must obtain an employment application from City Clerk's office. All applications must be returned to the City Clerk, **no later than Friday, February 27, 2015.**

Very truly yours,

Jessica Sheehy
Supervisor of Personnel

c: Mayor Derek Armstead
Council President Jorge Alvarez
MEMBERS OF COUNCIL
Bulletin Board
Affirmative Action Officer

CODE ENFORCEMENT OFFICER TRAINEE

DEFINITION:

Under close supervision in a trainee program, performs productive work while receiving formal and/or on-the-job training in seeing that residents, business establishments, and citizens comply with various ordinances (other than the State Sanitary Code, State Uniform Construction Code, or any of its subcodes, State Uniform Fire Code or any other code for which a license, registration, or certification is required by state law); does related work as required.

NOTE: The definition and 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 direct supervision of a code enforcement officer and as a trainee performs the following:

Reviews laws (ordinances) establishing minimum standards to interpret the code standards and to understand their application.

Compares conditions, structures, hazards, and so forth to code standards, contracts, and so forth to determine conformance.

May interview witnesses and other persons to obtain factual information.

Conducts routine inspections for the purpose of ensuring compliance with a variety of local codes and ordinances.

Walks or rides in a vehicle to examine conditions(s) which violate a local ordinance intended to control such activities as refuse disposal, display of permits/license, housing and property maintenance practices, multiple housing practices, and so forth.

Records the nature of complaints, names, and personal observations to document the need for corrective action.

Issues notices of violation to inform individuals of their failure to comply with code standards.

Prepares written reports of inspections and other work reports to keep supervisors informed on status of work.

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

REQUIREMENTS:

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 the essential

duties of the position.

KNOWLEDGE AND ABILITIES:

Ability to read and understand laws, standards, and regulations pertaining to the safety and health of inhabitants of a community (occupancy in multiple dwelling or zoning districts, property maintenance practices, handling of refuse, posting of licenses/permits, and so forth).

Ability to apply laws, standards, and regulations to actual conditions and situations.

Ability to interview persons of varying background.

Ability to use tact and courtesy in explaining the need for compliance.

Ability to observe and reconcile significant conditions in practices pertaining to property maintenance, multiple dwelling occupancy, or zoning district practices, and so forth.

Ability to compile inspection reports and work status reports.

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.

ADVANCEMENT

Appointees who successfully complete the 12 month training period will be eligible for advancement to the title of Code Enforcement Officer.

The inability of an employee in this title to attain a level of performance warranting advancement to the title listed above shall be considered as cause for separation.