

NOTICE OF VACANCY

HOUSING INSPECTOR FULL-TIME POSITION

DATE OF POSTING: June 23, 2021

TITLE: Housing Inspector

DEPARTMENT: Code Enforcement

SALARY RANGE: \$45,205 - \$70,530

WORK HOURS: M-F 8:30 am – 4:30 pm

UNION REPRESENTATION: Communication Workers of America (CWA)

DUTIES DESCRIPTION:

This position is responsible for enforcing the Plainsboro Housing Code to safeguard the health and safety of occupants and the general public. Incumbent works under the direction of the Director of Code Enforcement.

Essential duties include but are not limited to:

- Understands and interprets the Plainsboro Housing Code and other related local ordinances.
- Conducts daily rental and resale inspections.
- Responds to complaints in a courteous manner.
- Resolves inspection problems or refers unusual situations to supervisor.
- Prepares accurate inspection reports and follows up on violations.
- Informs supervisor of violations observed while making inspections.
- Maintains appropriate certifications and attends training as needed.
- Coordinates maintenance of Township vehicles as needed.
- Other work as required by the Department Director.

REQUIREMENTS:

- NJDCA Inspector of Hotels and Multiple Dwellings
- Valid Drivers License
- Ability to interact effectively with co-workers and the public
- 1-3 years experience in code enforcement, building inspections, building repair, maintenance, construction and/or office work concerned with building structures and/or repair or an equivalent combination of education and experience

TO APPLY: Email Township Application and Resume to humanresources@plainsboronj.com
Or apply online <https://www.plainsboronj.com/500/Employment-Opportunities> Applications accepted until position is filled.

THE TOWNSHIP OF PLAINSBORO IS AN EQUAL OPPORTUNITY EMPLOYER