



# TOWNSHIP OF BLOOMFIELD

*New Jersey*



1 Municipal Plaza • Bloomfield, New Jersey 07003

[www.bloomfieldwpnj.com](http://www.bloomfieldwpnj.com)

<b>Position Title:</b>	Housing Inspector		<b>Position #:</b>	
<b>Working Title:</b>				
<b>Agency Unit:</b>	BDHHS	<b>Reports to:</b>		
<b>Employment Status:</b>	Full or Part-time	<b>Salary Range:</b>	FT starting at \$51,383	<b>FLSA Status:</b> Non-exempt

**Position Summary:** Under direction, performs inspection work involved in eliminating violations and restoring and/or eliminating subnormal housing accommodations. Inspects buildings for health and safety to ensure the wellbeing of the residents. Prepares reports on findings and violations found during inspection. Educates the occupants and property-owners of violations and the requirements to abate them properly.

**Essential Duties & Responsibilities:** In accordance with BDHHS' mission, to prevent disease and promote physical and mental well-being in a culturally competent manner that ensures the highest quality of life for residents and community members.

Conducts inspections for welfare and protection of the residents. Converses with individual property owners pertinent to service of notices and violations. Re-inspects houses after completion of repairs to ensure compliance with all regulations. Inspects dwellings that present challenging and uncommon problems. May organize agency functions with other concerned organizations within the community. Attends meetings pertaining to assignments and department updates.

May give education and direction to other staff in the department pertaining to housing regulations. Maintains records and files for each assignment. Presents inspection findings and abatements in court cases. Inspects hotels and multiple dwellings to identify and eradicate 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.

**Minimum Qualifications:** 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. Successful completion of a course in Principles of Housing Inspection may be substituted for six months of the work experience. 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 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). 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. Current NJ REHS license desired but not required.

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**Key Competencies:** Understanding of appropriate inspection methods involved in preventing and abating violations. Knowledge of how to properly restore and eliminate deficient housing accommodations. Awareness of new jersey state housing codes and local municipal housing codes. Understanding of local zoning ordinances. Ability to perform inspection work involved in preventing and eliminating violations and substandard housing accommodations. Ability to meet with people in the community and deal efficiently with their housing inspection problems.

Capability to participate in municipal affairs. Ability to organize written reports. Ability to provide direction and assignments to assigned employees as needed. Capability to maintain essential records and files. Ability to present inspection findings in clear and concise manor for 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.

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**Work Environment:** In emergent situations, on-call for 24/7/365.

Professional with work force development potential for all staff members.

BDHHS is an equal opportunity/ affirmative action employer and committed to recruiting and retaining a diverse and culturally responsive workforce.

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**How to apply:**

Send cover letter detailing experience and resume/qualifications to:

Email: [sperramant@bloomfieldtwpnj.com](mailto:sperramant@bloomfieldtwpnj.com)

Or Mail to: Bloomfield Twp. Department of Health and Human Services

1 Municipal Plaza Room 111

Bloomfield Twp. NJ 07003

**Closing Date:** Open

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