

# Englewood

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Human  
Resources

2-10 N. Van Brunt St. • Englewood, N.J. 07631 • (201) 871-6660 • Fax (201) 567-3678

## PLEASE POST

July 22, 2019

**TO:** All City of Englewood Employees

**FROM:** Human Resources

**SUBJECT:** Available Position – Property Maintenance/Housing Inspector

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There is one (1) available position of Property Maintenance/Housing Inspector in the Building Department (Classified Services-Teamster Local 11).

This is a full-time, permanent, classified position. Hours are 9:00am to 5:00pm Monday through Friday. Some court sessions will be required.

Benefits include, but are not limited to:

- Paid vacation and sick days
- Health benefits (shared cost)
- Vision, dental and long term disability coverage (all voluntary)

The salary range is \$35,392 - \$42,500 per year.

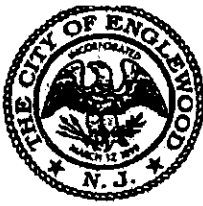
Anyone interested in applying for this position should submit a resume and cover letter to this office by email to [vpulley@cityofenglewood.org](mailto:vpulley@cityofenglewood.org).

A complete job description is hereto attached.

EOE Male/Female

**Post:** July 22, 2019

cc: Walter Deptuch  
Eric Dolphy  
Teamsters Local 11



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P.O. Box 228 • Englewood, N.J. 07631 • (201) 871-6660 • Fax (201) 541-5424

## **PROPERTY MAINTENANCE/HOUSING INSPECTOR** **BUILDING & CODE DEPARTMENT**

### **DEFINITION**

Under direction of the Construction Official and Property Maintenance Supervisor, performs responsible inspection work involved in ensuring that minimum standards are maintained governing the maintenance, appearance, condition and occupancy of residential and non-residential premises.

### **EXAMPLES OF WORK**

- Performs routine and complaint driven inspection(s) of residential and non-residential properties for property maintenance violation compliance, per Chapter 317 of the City of Englewood Revised General Ordinance;
- Enforces city codes and ordinances to include, but not limited to, general maintenance and appearance of exterior premises, sidewalk maintenance, snow removal, upkeep and general maintenance of all structures including fences, litter, overgrowth, abandoned vehicle compliance, etc;
- Routinely works indoors and outdoors with the possibility of being exposed to adverse conditions;
- Handles written and oral correspondence relevant to code violations;
- Prepares or completes various forms, reports, correspondence, logs, inspection reports, notices, formal warnings, citations, affidavits, and court disposition forms
- Communicates via telephone, email
- Provides information; takes and relays messages; responds to requests for service assistance;
- Communicates with supervisor, employees, other departments, property owners, and other individuals as needed to coordinate work activities, review status of work, exchange information and to resolve problems;
- Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections as appropriate
- Issues summons and provide court testimony.

Revised 7.2019

## **PROPERTY MAINTENANCE/HOUSING INSPECTOR**

### **PAGE TWO**

- Issue Notice(s) of Violation & Order to Correct by way of regular and certified mail delivery to owners of properties that are not in compliance with code requirements.
- Maintains records of inspection activities, makes photographic records of violations, prepares evidence as necessary and testifies in court hearing when required regarding property maintenance violations;
- Maintain records of complaints, inspections, violations and court hearings as applicable.
- Process OPRA (Open Records Request Act) applications as requested.
- Inspect for certificate of rental occupancy.

### **QUALIFICATIONS**

#### **Education, Experience and Licenses**

- Valid State of New Jersey drivers license.
- Competence to administer and interpret code standards.
- Must be able to communicate with the public in a clear speaking voice.
- Must be able to provide court testimony.
- Must have certificates or be willing to attend courses for Housing Code Official, Hotel and Multiple Dwelling.

#### **Knowledge, Skills and Abilities**

- Ability to read, write, speak and understand English sufficiently.
- Ability to analyze, comprehend and interpret rules and regulations, policies, procedures and ordinances and apply them to specific cases.
- Ability to prepare clear, sound, accurate and informative reports containing findings, conclusions and recommendations.
- Ability to clearly present property maintenance violations in court.
- Considerable knowledge of the Municipal Housing and Property Maintenance Codes.
- Ability to communicate with the public in a courteous manner.
- Ability to administer and enforce state and municipal codes.
- Ability to recognize and report situation/conditions which are potentially dangerous.
- Ability to organize assigned details and develop effective work methods.
- Ability to work harmoniously with associates, superiors etc.