

# Englewood

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Human  
Resources

P.O. Box 228 • Englewood, N.J. 07631 • (201) 871-6660 • Fax (201) 567-3678

## PLEASE POST

November 13, 2018

**TO:** All Interested Parties

**FROM:** Daria Trumpet, Human Resources *DWT*

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

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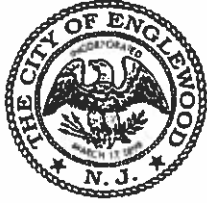
There is one (1) position of Property Maintenance/Housing Inspector available in the Building Department.

The salary depends on qualifications.

Anyone who is interested in applying for this position should contact this office in writing during the prescribed period by December 1, 2018.

A complete job description is hereto attached.

cc: W. Deptuch



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## PROPERTY MAINTENANCE/HOUSING INSPECTOR

### DEFINITION

Under direction of the Construction Official, 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

- Perform routine and complaint driven inspection(s) of residential and non-residential properties for property maintenance violation compliance as per Chapter 13 of the City of Englewood Revised General Ordinance including, but not limited to, general maintenance and appearance of exterior premises, sidewalk maintenance, snow removal, upkeep and general maintenance of all structures including fences, zoning/sign compliance.
- Issues summons and provide court testimony.
- 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.
- Prepare evidence and testify 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.

**PROPERTY MAINTENANCE/HOUSING/ZONING INSPECTOR**  
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**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.