

Borough of Lodi - Job Opening Announcement

Job Title:	Housing/CCO Inspector Trainee	Position :	Part-Time
Department:	Zoning	Shift:	10:00am – 3:00pm (25 hrs/week) Monday - Friday
Date Posted:	September 13, 2017	Salary:	\$15.00/Hour
Post Expires:	When position is filled	Travel Required:	Yes – Within Borough of Lodi

Application Submission:

VIA DIGITAL APPLICATION

FOLLOW LINK BELOW:

<http://lodi-nj.org/content/169/3586/default.aspx>

Job Description

ROLE AND RESPONSIBILITIES

Under close supervision, in a trainee program, performs productive work while receiving formal and on the job training in the proper procedures involved in conducting housing inspections designed to eliminate blight and restore and/or eliminate substandard housing accommodations; perform other related work.

EXPERIENCE AND LICENSE REQUIREMENTS

- Must possess a current and valid New Jersey Driver's License
- Applicant must be 21 years of age or older

EXAMPLES OF WORK [INCLUDING BUT NOT LIMITED TO]

- Receiving instructions on proper procedures for inspecting buildings for proper for violations of applicable housing requirements
- With training, determines if a building may continue to be occupied
- Confers with property owners relevant to service of notices and violations

REQUIRED SKILLS AND ABILITIES [INCLUDING BUT NOT LIMITED TO]

- Ability to learn the required inspection methods
- Ability to learn and apply state and municipal housing codes; other applicable codes may apply
- Ability to perform inspection work
- Ability to meet with people and work with them effectively regarding any issues found upon inspection
- Ability to prepare reports and maintain records and files
- Ability to learn and utilize various types of electronic and/or manual recording and information systems
- Ability to read, write, speak, understand or communicate in English sufficiently to perform job duties

ADDITIONAL NOTES

ALL APPLICANTS WILL BE SUBJECT TO BACKGROUND CHECKS