

## *Borough of Lodi - Job Opening Announcement*

<b>Job Title:</b>	Housing and Zoning Inspector Trainee	<b>Position :</b>	Part-Time
<b>Department:</b>	Zoning	<b>Shift:</b>	Mid Shift – 3:00pm-8:00pm Mon, Tues, Wed, Fri, Sat
<b>Date Posted:</b>	March 1, 2017	<b>Salary:</b>	\$15.00/Hour
<b>Post Expires:</b>	March 22, 2017	<b>Travel Required:</b>	Yes – Within Borough of Lodi

### Resumes Accepted By:

#### E-MAIL:

[vcaruso@lodi-nj.org](mailto:vcaruso@lodi-nj.org)

Subject Line:

Housing and Zoning – Mid Shift

#### MAIL:

Borough of Lodi

Attn: Vincent J. Caruso

One Memorial Drive

Lodi, NJ 07644

### Job Description

#### ROLE AND RESPONSIBILITIES

Under close supervision, in a trainee program, performs productive work while receiving formal and on the job training on field and office work related to ensuring compliance with the housing and property maintenance ordinances and zoning codes; including conducting inspections to eliminate blight and restore and/or eliminate substandard housing accommodations, and to ensure compliance with zoning codes or any of its related or sub codes; does related work as required.

#### EXPERIENCE AND LICENSE REQUIREMENTS

- Appointees are required to successfully complete the Inspector of Hotels and Multiple Dwellings course and pass the requires State exam by the end of the one (1) year training period (coordinated by Borough)
- Appointees are required to successfully complete the required Zoning Administration and Enforcement courses and acquire the certificate by the end of the one (1) year training period (coordinated by Borough)
- Must possess a current and valid New Jersey Driver's License

#### 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 and zoning ordinances
- Ability to perform inspection work
- Ability to research, interpret and implement the housing, property maintenance and zoning codes
- Ability to meet with people and work with them effectively regarding their housing inspection problems
- 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

Appointees who successfully complete the twelve (12) month training period and acquire the required certifications will be eligible for advancement to the title Housing and Zoning Inspector. The inability of an employee in this title to attain a level of performance warranting advancement to the title listed above or inability to acquire any of the above mentioned certifications shall be considered a cause for separation.