

Borough of Paulsboro

Posted:

Deadline: 7/1/2021

An Equal Opportunity Employer

Job title: Property Maintenance Inspector

Work Location: Borough of Paulsboro

Division/Department: Code Enforcement

Reports to: Code Enforcement Officer

Full-time

Part-time

Exempt

Nonexempt

Essential Duties and Responsibilities:

- ***The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed***
- This is a Part-time position under the general supervision of the Code Enforcement Officer. Work performed in specialized functions associated with enforcing of State and Borough Codes and ordinances pertaining to property maintenance, litter, overgrowth, abandoned vehicles, and dumpsites; performs other work as required. This position requires appearances in Municipal Court, writing complaints and summonses and inspections of properties. ***Must be available evenings and weekends.*** Law Enforcement experience a plus.
- Perform related duties as assigned by supervisor
- Maintain compliance with all Borough policies and procedures
- Patrol the Borough looking for obvious code violations and property maintenance issues.
- Performs inspections of houses and property for conformance with applicable codes pertaining to litter, overgrowth, abandoned vehicles and dumpsites.
- Enforces illegal dumping ordinances; investigates illegal dumping and dump sites; inspects debris to determine source
- Handles written and oral correspondence relative to code violations
- Maintains records of inspections activities; makes photographic records of violations
- Prepares or completes various forms, reports, correspondence, logs, inspection reports, notices, formal warnings, citations, affidavits, and court disposition forms
- Receives various forms, reports, correspondence, inspection reports, police/fire reports, newspapers, photographs, maps, property records, legal documents, manuals, codes, ordinances, directories, reference material, or other documentation; reviews, completes, processes, forwards or retains as appropriate
- Communicates via telephone and/or two-way radio, and email; provides information; takes and relays messages; responds to requests for service or assistance
- Communicates with supervisor, employees, other departments, Borough council members, board members, attorneys, property owners, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems
- Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections as appropriate
- Issue Borough ordinance violations warning notices and/or summonses for observed violations
- To prepare a case file/report that can be used for municipal court hearings for observed violations.

- To testify in municipal court proceedings as needed.
- The employee will operate a variety of equipment including telephone, mobile phone, tablet, computer, and Borough vehicles.
- The employee will work both indoors and outdoors with the possibility of being exposed to adverse weather conditions
- Use computer to track violations and write updates for the Borough Administration, Mayor and Council.
- Must have a valid NJ Driver's License to utilize Code SUV vehicle and patrol Borough.
- May have to climb steps, ladders,
- Must be familiar with digital cameras, downloading pictorial evidence and recording violations.
- Performs other duties as required

Education and/or Work Experience Requirements:

- **LICENSE**

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.
- Availability to work evenings and weekends
- Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices
- High school diploma or GED required

KNOWLEDGE AND ABILITIES

- Must be able to read, understand and communications various safety measures required for the position
- Ability to follow prescribed instructions.
- Ability to testify in Municipal Court
- Ability to read, write, understand and communicate in English sufficiently

to perform the duties of this position.

- Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

Physical Requirements:

- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards
- Must be able to lift and carry up to 50 lbs
- Must be able to bend, climb ladders, operate an SUV vehicle.

- Must be able to move, walk, traverse, and complete physically demanding tasks
- Work in adverse weather conditions, including rain, snow, wind, and varying temperatures.
- Must be able to climb in and out of trucks, and enter and exit other Code Enforcement Office vehicles.
 - Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time;
 - This description reflects management’s assignment of essential functions, it does not proscribe or restrict the tasks that may be assigned;
 - This job description is subject to change at any time.

Print Employee Name:

Employee signature:

Date: