

Code Enforcement and Housing Inspector (Part-Time) Borough of Lake Como, Monmouth County

Qualifications:

- High School Diploma or equivalent
- Valid New Jersey Driver's License
- Must have prior enforcement background
- Knowledge of state and municipal housing codes
- Knowledge of municipal ordinances, rules, regulations, policies and procedures and the ability to analyze, interpret and apply them to specific cases
- Successful candidates must possess excellent communication skills and the ability to meet with people and effectively deal with their concerns

Responsibilities

- Perform various types of field and office work ensuring that properties, businesses and citizens are in compliance with ordinances
- Perform inspections for rentals and sale of properties
- Perform inspection work involved in eliminating substandard housing accommodations and property maintenance
- Perform related work as required under general direction from the Borough Administrator or designee who reviews performance for conformance to policies and procedures
- Initiate and enforce rules and regulations in relation to enforcement of various municipal ordinances
- Inspect dwellings that present difficult and unusual problems; re-inspect properties after completion of any housing related repairs to ensure compliance with regulations
- Confers with property owners relevant to service of notices and violations; initiates necessary legal action against violators of various municipal ordinances
- Prepare clear, accurate and informative reports; establish and maintain records and files; appear and testify in municipal court or other appropriate boards and agencies to obtain compliance of all laws and ordinances

Please submit cover letter and resume no later than May 13th to ahusiman@lakecomonj.org

or to
Borough of Lake Como
1740 Main Street
Lake Como, NJ 07719