

Township of Parsippany-Troy Hills

OPEN POSITION ANNOUNCEMENT

Housing Inspector Trainee

Department: Housing Department

Workweek: Monday through Friday, 9:00 A.M. to 5:00 P.M

Wage: Per ordinance, Salary Range \$27,550 - \$45,390 White Collar Non-Exempt

Definition: Under direction, performs necessary inspection work relating to the enforcement of adopted housing ordinances, conducts housing inspections designed to eliminate blight and restore and/or eliminate substandard housing accommodations.

Note: The definition and 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.

Skills/Duties: This is an entry level position at the Township's Housing Department; the office is located on Gibraltar Drive. This position will learn to inspect for violations of the Housing Code and inspect complaints against the Housing Code. Re-inspect premises, make complete inspection of premises inside and out, list violations, take photos for reference purposes. Investigate complaints of lack of heat, filth, interior and exterior conditions, overcrowding, infestations, etc. The Trainee will learn to prepare inspection and investigation reports, prepare violation notices and summons for court cases, as well as inspect apartments for the Biennial Inspections. Confer with individual property owners relevant to service of notices and violations.

Candidate must possess good computer skills, including proficiency in Microsoft Suite (Outlook, Word, Access, and Excel). Ability to work effectively with the public, possess good communication skills and be able to use proper grammar and spelling to handle correspondence. Ability to read, write, speak, understand and communicate in English sufficiently to perform the duties of the position.

This position requires considerable interaction with residents on a daily basis. Must be able to use good judgement and demonstrate patience in handling a variety of resident requests. Handles information of a confidential nature. Must possess a current New Jersey Driver's License. High school diploma required.

To Apply: Please submit cover letter and resume to Khaled Madin, Acting Business Administrator at jobs@parsippany.net, with a copy to Jennifer Smith at jsmith@parsippany.net.

Closing Date: Open until filled. EOE. Excellent benefits package provided.

Date Posted: _____ **Posted by:** _____

Department: _____

(Return the original signed form to L. Arcuri, Administrator's Office. Post the copy)