THE CITY OF PATERSON

Job Posting

Job Title: HOUSING & ZONING INSPECTOR TRAINEE  
Job Category: Non - Competitive

Department/Division: ECONOMIC DEVELOPMENT  
Job Code/Job ID: 10056/468-470 (3)

Level/Salary Range: $32,500.00 - $35,000.00  
Travel Required: LOCAL

Position Type: Full-Time

Contact: Eugenia Byfield  
Posting Period: 06/24/2022 - 07/11/2022

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Regular Mail:  
Eugenia Byfield, Personnel Officer  
Division of Human Resources (Personnel)  
City of Paterson  
125 Ellison Street, Suite 300  
Paterson, NJ 07505

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 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.

Examples of Work - As a Trainee and productive worker:

- Learns to inspect buildings for violations of applicable housing, property maintenance, and zoning requirements/codes.
- May confer with individual property owners relevant to service of notices and violations.
- Learns to conduct re-inspections of houses/buildings after completion of repairs to assure compliance with regulations.
- Learns to inspect the interior and exterior of premises for safety hazards and unsightly or unsanitary conditions such as loose and overhanging objects, accumulation of ice, excavations, projections, obstructions and so forth.
* (Tasks noted within this description are not all-inclusive. Other related tasks will be assigned.)

Requirements

Appointees are required to successfully complete the Inspector of Hotels and Multiple Dwellings course and pass the required State examination by the end of the one (1) year training period.

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.

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.

Knowledge & Abilities

- Ability to learn inspection methods involved in preventing and eliminating blight and restoring and/or eliminating subnormal housing accommodations.
- Ability to learn and apply the knowledge of basic inspection tools and test methods.
- Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered an effective form of communication.