

**DUTIES:**

Conducts field inspections and special investigations to ensure compliance with various municipal ordinances.

Initiates and enforces rules and regulations in relation to enforcement of various municipal ordinances.

Initiates necessary legal action against violators of various municipal ordinances.

Read and respond to inquiries from the public.

Prepares needed reports.

Establishes and maintains needed records and files.

May assist in promulgation of municipal ordinances.

Attends meetings of municipal agencies as requested.

Appears and testifies in the municipal court or other appropriate boards and agencies to obtain compliance with all laws and ordinances.

Establishes a schedule of proposed systematic inspection of all properties in the municipality, including interiors of businesses, multiple dwelling properties, schools and places of worship and assembly.

Submits monthly reports of inspections made including names and addresses of owners, occupants, or lessees of premises, dates of inspection, code violations found, if any, notices of violation served, complaints filed with courts or agencies, and dates of compliance or disposition of cases.

Coordinates inspections of occupancies requiring joint inspection with other public agencies, such as the health department, building department, police department, and other appropriate bodies and agencies.

Attends public meetings when required of the Land Use Board.

Prepares periodic reports of inspections and investigations.

Establishes and maintains a complete and comprehensive record system of inspections.

Receives and responds to complaints of alleged violations of local zoning code.

Advises owners or other persons of violations to the zoning code.

In response to complaints, inspects sites where garbage, refuse, and/or debris have accumulated and orders such matters abated, or issues notices of violation of local code pertaining to same.

Keep record of all abandoned properties within the jurisdiction,

**REQUIREMENTS:**

## **EXPERIENCE**

One (1) year of experience in conducting inspections or investigations to detect violations of and ensure compliance with laws, rules, and regulations.

## **LICENSE:**

Appointees will be required to possess a driver's license valid in New Jersey.

## **KNOWLEDGE AND ABILITIES:**

Knowledge of provisions of the municipal rules, regulations, policies, procedures, and ordinances.

Knowledge of procedures to be followed and precautions to be taken when observing and collecting facts which are significant in determining whether laws are being observed.

Knowledge of inspection techniques and the writing of reports that substantiate findings and serve as a basis for legal proceedings.

Ability to analyze, comprehend, and interpret municipal rules, regulations, policies, procedures, and ordinances, and apply them to specific cases.

Ability to note significant conditions and to take proper action, when action is called for, in accordance with prescribed procedures.

Ability to make necessary inspections and investigations without giving unnecessary offense.

Ability to take and maintain a firm, correct stand when controversial matters are considered.

Ability to prepare clear, sound, accurate, and informative reports containing findings, conclusions, and recommendations.

Ability to establish and maintain needed records and files.

Ability to make evaluative judgments based on the application of statutory or regulatory provisions.

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 as acceptable forms of communication.

Persons with mental or physical disabilities are eligible if they can perform the 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.