JOB SUMMARY:
Under direction, conducts inspections and area surveys to implement a Property Maintenance Code Enforcement Program designed to eliminate neighborhood blight and substandard structures; inspects residential, commercial, and industrial structures, and performs related public information work on home maintenance and renovations; does related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Inspects residential, commercial, and industrial buildings and surrounding areas to identify and correct health, safety and structural violations of the Property Maintenance Code.
- Serves property owners with notices of violations.
- Prepares reports of investigations.
- Testifies in court on housing violations.
- Maintains records and files.
- Will be required to utilize various types of electronic and/or manual recording and information systems used by the agency, office or related units.
- Knowledge of the methods used to conduct inspections and investigations.
- Knowledge of the varied conditions and factors likely to be in violation of code enforcement program regulations.
- Ability to interpret and apply rules and regulations.
- Ability to conduct investigations and inspections and identify violations.

MINIMUM REQUIREMENTS:

- Applicants conducting inspections under the State Local Cooperative Housing Inspection Program (SLCHIP), must possess a valid license as an inspector Multiple Dwelling, issued by the New Jersey Department of Community Affairs.
- Applicants may be required to possess a valid license as a Housing Code Official, issued by the State of New Jersey Department of Community Affairs.
- Valid driver's license in New Jersey required.

Please submit cover letter and resume to the City of Atlantic City, Human Resources Department, Room #416, 1301 Bacharach Blvd., Atlantic City, New Jersey 08401 or email to achr@cityofatlanticcity.org by December 20, 2019.

The City of Atlantic City is an Equal Opportunity Employer.