

CODE INSPECTOR II GRADE 17

General Statement of Duties:

Patrols the Township to identify violations of the general code, inspects rental units to secure compliance with regulations; issues summonses for violations and appears in court as required. Work is performed under the supervision and direction of the Director of Land Use.

Qualifications:

Education and Experience: Three years experience in law enforcement or three years experience in general inspections of buildings or property; working knowledge or prior experience of ordinance interpretation and application. Working knowledge of the Municipal Land Use Law.

Note: College level credits will be accepted on a basis of 30 semester hours equal to one year experience.

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

Essential Job Functions:

Responds to public complaints relating to code violation, investigates to determine whether violations exist.

Conducts inspections of residential rental units and issue rental certificates when requirements are met.

Identify owners and inform them of the need for remedial action; issue summonses for non-compliance.

Notifies appropriate officials and agencies of violations; appears in court when required.

Answers inquiries from other officials, property owners, developers and the public concerning code and ordinance requirements; assist the public in processing applications.

Maintain records and files of all activities.

Performs related duties as required.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of the position.

Knowledge of the provisions of the codes, ordinances and regulations to be enforced.

Ability to identify unsafe or unsanitary conditions and public nuisances.

Ability to deal with property owners and the general public in an effective manner.

A working knowledge of computers and how to input reports, scan documents and prepare letters and violation notices

Physical Requirements:

Sitting: Remaining in the seated position

Stand: Remaining on one's feet in the upright position at a workstation without moving about

Walking: Moving about on foot

Carrying: Transporting an object, usually holding it in the hands or arms, on the shoulder

Pushing: Exerting force upon an object so that the object moves away from the force

Pulling: Exerting force upon an object so that the object moves toward the force

Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles using feet and legs or hands and arms; body agility is emphasized

Balancing: Maintaining body equilibrium to prevent falling when walking, standing, and crouching

Stooping: Bending body downward and forward by bending spine at the waist, requiring full use of the lower extremities and back muscles

Kneeling: Bending legs at knees to come to rest on knee or knees

Crouching: Bending body downward and forward by bending legs and spine

Crawling: Moving about on hands and knees or hands and feet

Reaching: Extending hand(s) and arm(s) in any direction

Handling: Seizing, holding, grasping, turning, or otherwise working with hand or hands. Fingers are involved only to the extent that they are an extension of the hand.

Use of Fingers: Picking, pinching, or otherwise working primarily with fingers rather than with the whole hand or arm as in handling.

Feeling: Perceiving attributes of objects, such as size, shape, temperature, or texture, by touching with skin, particularly that of fingertips.

Talking: Expressing or exchanging ideas by means of the spoken word to impart oral information

to clients or to the public and to convey detailed spoken instructions to other workers accurately, loudly or quickly.

Hearing: Perceiving the nature of sounds by ear.

Tasting/Smelling: Distinguishing with a degree of accuracy, differences or similarities in intensity or quality of flavors or odors or recognizing near particular flavors or odors using tongue or nose.

Vision: Clarity of vision at 20 inches or less.

Far Vision: Clarity of vision at 20 feet or more.

Depth Perception: Three-dimensional vision. Ability to judge distances and spatial relationships so as to see objects where and as they actually are.

Visual Accommodation: Adjustment of lens of eye to bring an object into sharp focus. This factor is required when doing near point work at varying distances from the eye.

Color vision: Ability to identify and distinguish colors.

Field of Vision: Observing an area that can be seen up and down or right to left while eyes are fixed on a given point.

Environmental Conditions:

Exposure to weather

Electric shock

Extreme heat

Wet and/or humid

Noise

Vibration

Toxic or caustic chemicals

Moving mechanical parts

Extreme cold

Atmospheric conditions

High, exposed places

Radiant energy