

The City of Garfield is seeking a part-time Housing Inspector, primarily focused on illegal housing. Said individual will interview with and be under the supervision of the City's Fire Official. Under direction, said individual will investigate dwelling units for violations of Housing Code; other related duties as required.

Responsibilities:

- Investigates dwelling units for violations of Housing, Property Maintenance, Fire, and/or Zoning Code, investigates complaints against said code(s), and prepares reports on investigations.
- Reinvestigates premises, makes complete investigations of dwelling units inside and out, and lists violations on printed forms.
- Conducts investigations following complaints of lack of heat, filth, interior and exterior appearances, overcrowding, and so forth.
- Prepares and turns in reports of investigations.
- May take photographs of interior and exterior conditions of dwellings for reference purposes.
- Maintains essential records and files.
- Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

NOTE: 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.

Qualifications:

Education: High School Diploma required; related professional training or college education preferred.

License(s): Appointees will be required to possess a valid New Jersey driver's license and NJ State Housing Inspector license.

Knowledge & Abilities:

Knowledge of the problems involved in making investigations for violations of Housing Code.
Ability to comprehend established rules and regulations of a limited complexity.
Ability to interview people of varying backgrounds.
Ability to use tact and courtesy in making investigations.
Ability to observe significant conditions.
Ability to prepare reports.
Ability to maintain essential records and files.
Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Please submit a resume and letter of interest to Denise Ingui at DIngui@garfieldnj.org if you are interested. Hourly rate is TBD, commensurate with experience. There is a minimum hourly requirement of 10 hours per week, unless otherwise approved/assigned by the City Manager.

Any prior applicants to the City of Garfield must reapply for consideration. The City of Garfield is an Equal Opportunity Employer. Bilingual in Spanish is preferred.

Due by: December 1, 2025