



CITY OF JERSEY CITY
DEPARTMENT OF ADMINISTRATION
DIVISION OF HUMAN RESOURCES

CITY HALL | 280 GROVE STREET | JERSEY CITY, NJ 07302
P: 201 547 5217



Job Opening
Building Inspector

Job Opening: Building Inspector

Department: Housing, Economic Development, & Commerce

Division: Construction Code Official

Exempt/Non-Exempt: Non-Exempt

Union/Management: Union

Full-Time/Part-Time/Seasonal: Full-Time

Workweek: 37.5 hours (Full-Time)/Flexible Hours

Salary: \$80,000 - \$85,000. Based on qualifications and experience. Competitive Jersey City retirement and health benefits package available, including pension, dental, medical, prescription, FSA (flexible spending account), life insurance, and more.

The City of Jersey City is looking for a licensed Building Inspector that will be responsible for inspecting new and existing buildings and structures to ensure compliance with the State Uniform Construction Code as well as to ensure public safety, health, and welfare,

Job Duties:

- Inspects construction jobs, checks quality and amount of work completed, and resolves construction problems
- Examines plans for new structures to ensure compliance with building subcodes.
- Enforces rules and regulations regarding building subcodes.
- Initiates legal action against violators of building subcodes.
- Prepares essential reports and establishes and maintains essential records and files.
- May give assignments and instructions to employees and may supervise the performance of their work.
- Perform other duties as assigned.

**Please note, this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.*



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Requirements:

- Possession of a valid Building Inspector's License of the appropriate class issued by the New Jersey Department of Community Affairs.
- Possession of a valid New Jersey Driver's License

Essential Skills:

- Knowledge of structural and analysis techniques necessary to check compliance with the State Uniform Construction Code, particularly with regards to wood framing, light steel, and wall bearing systems which include foundation, wall, floor, and roof framing systems.
- Knowledge of basic material standards, codes, and enforcement requirements related to the weatherability and durability of installed construction materials.
- Comprehension of basic fire protection requirements, tools, and test methods.
- Able to prepare violation notices and prescribed inspection record keeping,
- Ability to carry out provisions of the State Uniform Construction Code as they relate to residential and small commercial structures.
- Proficient in preparing building construction plans and specifications and able to review others' work for accuracy and feasibility.
- Work harmoniously with other municipal unit heads and with private contractors and architects
- Capable of making investigations, inspections, and clear and concise reports.
- Ability to prosecute violations of the building code by appearing in court.

This is a Civil Service Job, and you must eventually pass and qualify for the applicable Civil Service title.

To apply for this job with the City of Jersey City, please fill out our [Employment Application](#).

Please note that this role is subject to the residency requirements set forth by NJ First Act.