



**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
Lead Inspector**

Department: Housing, Economic, Development, and Commerce

Division: Housing Preservation

Exempt/Non-Exempt: Non-Exempt

Union/Management: Union

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

Workweek: 37.5 per week

Salary: \$42,500. Competitive Jersey City retirement and health benefits packages are available, including pension, dental, medical, prescription, FSA (flexible spending account), life insurance, and more.

The City of Jersey City, Department of Housing Economic Development and Commerce, Division of Housing Preservation, is looking to hire a Lead Inspector to support the division in conducting property inspections pursuant to P.L. 2021, c 182.

Job Duties:

- Ability to conduct visual inspections, properly identify the presence of lead paint, and inform on corrective actions pursuant to P.L.2021, c.182.
- Expertise in basic inspection report writing, including preparing violation notices and required inspection record-keeping.
- Ability to issue summons to property owners who fail to take corrective action.
- Reinspect dwellings after completion of repairs to ensure compliance with regulations.
- May assist in coordinating duties with other concerned agencies.
- Prepares routine reports or assists in preparing reports by gathering data, tabulating results, and/or preparing simple charts.
- Performs other duties as assigned.

**Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities 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:

- Must possess a Visual Assessment Course Certificate in conducting visual lead hazard assessments from the New Jersey Department of Community Affairs.
- Must possess a valid New Jersey Driver's License.

Essential Skills:

- Able to prepare violation notices and prescribed inspection record keeping.
- Must be familiar with the requirements pursuant to P.L. 2021, c. 182.
- Knowledge of problems involved in making investigations of suspected lead poisoning areas.
- Ability to comprehend established rules and regulations of a limited complexity.
- Ability to interview persons of varying backgrounds.
- Ability to use tact and courtesy in making investigations.
- Ability to observe significant conditions.
- Ability to prepare reports and maintain essential records and files.

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.