

# Township of Livingston JOB POSTING

---

## **PER DIEM BUILDING INSPECTOR**

### **Building**

---

POSTING DATE: December 2017

APPLICATION DEADLINE: Until Filled

DATE POSITION WILL BECOME AVAILABLE: Immediately

---

**CONTACT** Interested candidates may submit a Township application, cover letter, resume, and salary requirement via the following:

**E-mail (preferred):**

to "employment@livingstonnj.org". Please include the position title in the subject line.

or

**Fax:**

(973) 992-7531

or

**Mail:**

Human Resources Dept.  
Township of Livingston  
357 S. Livingston Avenue  
Livingston, NJ 07039

**The Township of Livingston is an Equal Opportunity Employer.**



## JOB DESCRIPTION

---

**JOB TITLE:** BUILDING INSPECTOR  
**DEPARTMENT:** Building  
**REPORTS TO:** Building Sub Code Official and Construction Official  
**GRADE LEVEL:** 9  
**STATUS:** Per Diem, Regular  
**HOURS/WEEK:** 35 hours/week

---

*Job specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

### **1. SUMMARY**

Performs difficult technical work in the inspection of buildings for compliance with legal standards; does related work as required.

Work is performed under general supervision.

### **2. SUPERVISORY RESPONSIBILITIES**

N/A

### **3. PHYSICAL DEMANDS AND WORKING CONDITIONS**

- Work is performed in the field 75% of time.
- Frequently required to stand, walk, talk, hear, sit, climb, balance, kneel, crouch, crawl, and use sense of smell.
- Ability to regularly use hands and arms to reach.
- Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.
- Ability to regularly work in outside weather conditions exposed to heat, cold, wet or humid conditions. Nature of work requires exposure to construction site locations and hazards of same.

### **4. ESSENTIAL FUNCTIONS**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.*

- Inspects buildings in the process of construction, alteration or repair for compliance with building code requirements and for application of safe construction practices.
- Checks quality of materials and methods of construction.
- Makes inspections of existing buildings for hazardous conditions and structural failures.
- Issues warnings and stop-work orders for non-complying projects.
- Answers questions for citizens, contractors and builders regarding enforcement of the building code.
- Testifies in court on code violation cases.
- Makes reports and keeps records regarding inspections.
- Performs related tasks as required.

## **5. KNOWLEDGE, SKILLS AND ABILITIES**

- General knowledge of all types of building construction materials and methods, and of stages of construction when possible violations and defects may be most easily observed and corrected.
- Thorough knowledge of local and state building code and related laws and ordinances.
- Ability to detect poor workmanship, inferior materials and hazards.
- Ability to read and interpret plans, specifications and blueprints of ordinary complexity quickly and accurately and to compare them with construction in process.
- Ability to contact building owners, contractors and the public and effect satisfactory working relationships.
- Firmness and tact in enforcing building ordinances and codes.
- Ability to perform and organize work independently.
- Ability to prepare reports and correspondence.
- Excellent verbal and written skills.
- Excellent customer service skills.
- Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position.
- Ability to establish and maintain effective cooperative working relationships with supervisors, co-workers, contractors, officials and the general public.

## **6. EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS**

**Education/Experience:** Any combination of education and experience equivalent to graduation from high school supplemented by course study in building inspection specialties and extensive experience in building construction trade.

**Licensing &/or Certifications:** Possession of valid appropriate building inspection license issued by The State of New Jersey. Attends seminars and courses for continuing education credit requirements to renew required licenses for the position.

**Special Requirements:** Possession of a Driver's License valid in the State of New Jersey.