



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
Façade & Structural Inspector

Job Opening: Façade & Structural Inspector

Department: Housing, Economic Development, & Commerce

Division: Construction Code Official

Exempt/Non-Exempt: Exempt

Union/Management: Union

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

Workweek: 37.5 hours (Full-Time)

Salary: \$79,000 - \$82,000. 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 or Planner who will be responsible for inspecting new and existing buildings and structures to ensure compliance with the State Uniform Construction Code and public safety, health, and welfare.

Job Duties:

- Assists in planning, organizing, coordinating, and directing the operations of the Inspection Services.
- Applies independent judgment in defining and assigning projects, work methods, techniques, and procedures.
- Assists in providing leadership, direction, and guidance in technical processes and procedures.
- Manages implementation and enforcement of building safety regulations.
- Review land redevelopment proposals and determine compliance with state, county, and/or municipal regulations.
- Manages inspection services, plan review, and permitting services.
- Assists as principal advisor.
- 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 and initiates legal action against violators of building subcodes.
- Coordinate and review redevelopment activities with other City departments, outside agencies, and developers.



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- Prepares essential reports and establishes and maintains essential records and files.
- May give employees assignments and instructions and may supervise their work performance.
- 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.*

Required License:

- Possession of a valid Building Inspector's License of the appropriate class issued by the New Jersey Department of Community Affairs or able to obtain the necessary licensure.
- 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 regarding wood framing, light steel, and wall bearing systems, including foundation, wall, floor, and roof framing systems.
- Knowledgeable in codes of practice, site reporting, overseeing site programs, and client liaison. of basic material standards, codes, and enforcement requirements related to the weatherability and durability of installed construction materials.
- 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, 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.