



STEVEN M. FULOP  
MAYOR OF JERSEY CITY

## CITY OF JERSEY CITY DEPARTMENT OF HUMAN RESOURCES

CITY HALL | 280 GROVE STREET | JERSEY CITY, NJ 07302  
P: 201 547 5217 | F: 201 547 5022



JOANNE ROSA  
DIRECTOR

### Job Opening: Elevator Inspector

**Department:** Housing, Economic Development, and Commerce

**Division:** Office of the Construction Code Official

**Exempt/Non-Exempt:** Non-Exempt

**Union/Management:** Union, Local 246

**Full-Time/Part-Time/Seasonal:** Full-Time, Part-Time, and Seasonal

**Salary:** Based on qualifications, experience, and license(s). 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 seeks to hire multiple elevator inspectors to review plans and conduct elevator inspections that enforce the State Uniform Construction Code (UCC), the elevator subcode, and regulations adopted pursuant to the Uniform Construction Code Act.

#### Job Duties:

- Examines plans and specifications of elevator work for compliance with the elevator subcode of the New Jersey Construction Code.
- Inspects and evaluates all elevator work installed during construction to ensure conformity to elevator subcode and the regulations of the New Jersey Uniform Construction Code.
- Inspects elevator installations in existing buildings to ensure that they meet minimum safety standards.
- Determines the proper cause of violations of elevator subcodes, and takes proper corrective action.
- Presents inspection findings in court and administrative hearings.
- Prepares recommendations and essential reports regarding temporary and final certificates of occupancy.
- Establishes and maintains records using construction code specific software and mobile devices.

#### Requirements:

- Possession of a valid New Jersey Driver's license.
- Possession of a valid Elevator Inspector, High Rise, and Hazardous (HHS) license, issued by the New Jersey Department of Community Affairs.

**NOTE:** Appointees must continue to complete the code update education courses required to maintain their Elevator Inspector licenses.

#### Essential Skills:

- Comprehension of elevator mechanical and electrical maintenance, inspections, and design.
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The City of Jersey City is an Affirmative Action /Equal Opportunity Employer and complies with all applicable Federal and State laws, rules, and regulations relating to anti-discrimination and anti-harassment.



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- Familiarity with the requirements for special features, fixtures, methods, and devices required in particular circumstances by the Uniform Construction Code.
- Knowledge of elevator subcode background, purpose, history, place in local government structure, and relation to construction code enforcement programs.
- Knowledge of basic classification of structures into class categories and systematic plans analysis.
- Understanding of identification and material requirements that must be shown on plans to ensure compliance with code requirements and advanced elevator system design.
- Experience with proper installation methods for all approved materials.
- Expertise in basic inspection report writing including the preparation of violation notices and required inspection record keeping.
- Know the proper procedures and methods necessary to check the design, material, and installation practices for the more complex systems which characterize high rise and hazardous structures, with particular attention to the hazardous use identified in article four of the building subcode and the hazardous locations identified in the subcode.
- Analyze and interpret codes regarding elevator installations.
- Ability to conduct inspections, identify violations, and take corrective actions.
- Able to review working plans and specifications prepared by others for accuracy and conformity.

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Full Civil Service job description available here: <http://info.csc.state.nj.us/jobspec/01717.htm>. You must eventually pass and qualify for this Civil Service title.

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

**Please note that this role is subject to the residency requirements set forth by the [NJ First Act](#).**

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