Job Opening
Building Plan Reviewer and Inspector

Job Opening: Building Plan Reviewer and Inspector
Department: Housing, Economic Development, & Commerce
Division: Construction Code
Exempt/Non-Exempt: Non-Exempt
Union/Management: Union
Full-Time/Part-Time/Seasonal: Full-Time and Part-Time
Workweek: 37.5 hours (Full-Time)/Flexible Work Hours (Part-Time)
Salary: 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 in-depth reviews of building and architectural plans. Inspect 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:
• Review construction plans for conformity to appropriate code(s) for discipline
• Perform code enforcement inspections.
• Attend project meetings about plan reviews or inspections.
• 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.
• Performs 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.

The City of Jersey City is an Affirmative Action/Equal Employment Opportunity Employer and complies with all applicable federal and state laws, rules and regulations relating to anti-discrimination and anti-harassment.
Requirements:

- Possession of a valid Building Inspector’s License of the appropriate class issued by the New Jersey Department of Community Affairs and plan reviewer experience.
- 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 the preparation of 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.