



**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
Elevator Inspector**

Job Opening: Elevator 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: \$90,000. 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 Elevator Inspector to review plans and conducts 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 elevator work plans and specifications 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 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.
- Perform 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.*



CITY OF JERSEY CITY
DEPARTMENT OF ADMINISTRATION
DIVISION OF HUMAN RESOURCES

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



Requirements:

- Possession of a valid Elevator Inspector's License, High Rise, and Hazardous (HHS) license issued by the New Jersey Department of Community Affairs. The appointees must continue to complete the code update education courses required to maintain their Elevator Inspector License.
- Possession of a valid New Jersey Driver's License.

Essential Skills:

- Comprehension of elevator mechanical and electrical maintenance, inspections, and design.
- 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.
- Familiarity with the requirements for special features, fixtures, methods, and devices required 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 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 preparing 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.

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.