

**Code Enforcement Officer / Housing Inspector** - The Township of Waterford is seeking an individual for the part-time position of Code Enforcement Officer / Housing Inspector. Valid NJ driver's license required. The candidate should be able to identify a diverse cross section of property code violations. The candidate will conduct field inspections, special investigations and issuance of violations and summons to ensure compliance of various municipal ordinances including the International Property Maintenance Code. Additionally, the individual will perform all Housing and Rental inspections as required for change of occupancy or ownership of all residential properties. Will be required to prepare specific reports while establishing and maintaining accurate records and files using the Enforcer Program. The candidate must be proficient with a computer and have experience using Word and Excel programs and be able to fully understand the Enforcer Program. Candidate must be comfortable speaking with residents, Township Officials and other Local, County and State Departments. Occasional Municipal Court appearances will be required. Must have Rutgers Certification for Housing and Multiple Dwelling Inspections or be willing to obtain. Salary dependent on qualifications and experience. Individual will be required to submit to a Background Check and Motor Vehicle Abstract. Please submit a cover letter, resume and copies of credentials to Susan Danson, Township Administrator, 2131 Auburn Ave., Atco, New Jersey 08004 or [susan.danson@waterfordtwp.org](mailto:susan.danson@waterfordtwp.org) no later than December 21<sup>st</sup>, 2018. Waterford Township reserves the right to review applications and conduct interviews as they are received. EOE