FIELD REPRESENTATIVE PROPERTY IMPROVEMENT

DEFINITION

Under direction, investigates dwelling units for violations of Housing Code; does other related duties as required.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

Investigates dwelling units for violations of Housing Code, investigates complaints against Housing Code, and prepares reports on investigation.

Reinvestigates premises, makes complete investigations of dwelling units inside and out, and lists violations on printed forms.

Makes investigations following complaints of lack of heat, filth, interior and exterior appearances, overcrowding, and so forth.

Prepares and turns in reports of investigations.

May take photographs of interior and exterior conditions of dwellings for reference purposes.

Maintains essential records and files.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

REQUIREMENTS:

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

KNOWLEDGE AND ABILITIES:

Knowledge of the problems involved in making investigations for violations of Housing Code.

Ability to comprehend established rules and regulations of a limited complexity.

Ability to interview persons of varying backgrounds.

Ability to use tact and courtesy in making investigations.

Ability to observe significant conditions.

Ability to prepare reports.

Ability to maintain essential records and files.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

Please send letter of intent, résumé, references and salary history clearly labeled **Field Representative Property Improvement** to: Lena Taylor, Personnel Manager-Personnel Office City Hall of Orange Township - 29 N. Day St. - Orange, NJ 07050 or email:
https://linear.orange.nj.us posted no later than **July 8, 2016.** Should you have any additional questions, please feel free to contact the Personnel Office at 973-266-4039.