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City of Burlington
Department of Administration



JOB POSTING – Open to the Public

CODE ENFORCEMENT OFFICER TRAINEE - Title code 07594
Part-time

Posting Date: August 21, 2019 to September 5, 2019

PART TIME POSITION: Under close supervision in a trainee program, performs productive work while receiving formal and/or on-the-job training in seeing that residents, business establishments, and citizens comply with various ordinances (other than the State Sanitary Code, State Uniform Construction Code, or any of its subcodes, State Uniform Fire Code or any other code for which a license, registration, or certification is required by state law); does related work as required.

EXAMPLES OF WORK: 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.* Under direct supervision of a code enforcement officer and as a trainee performs the following: Reviews laws (ordinances) establishing minimum standards to interpret the code standards and to understand their application. Compares conditions, structures, hazards, and so forth to code standards, contracts, and so forth to determine conformance. May interview witnesses and other persons to obtain factual information. Conducts routine inspections or the purpose of ensuring compliance with a variety of local codes and ordinances. Walks or rides in a vehicle to examine conditions(s) which violate a local ordinance intended to control such activities as refuse disposal, display of permits/licenses, housing and property maintenance practices, multiple housing practices, and so forth. Records the nature of complaints, names, and personal observations to document the need for corrective action. Issues notices of violation to inform individuals of their failure to comply with code standards. Prepares written reports of inspections and other work reports to keep supervisors informed on status of work. Will be required to learn to utilize various types of electronic and/or manual recording and computerized information systems used by the agency, office, or related units.

REQUIREMENTS: Possession of current NJ Driver's License. Background check and physical required.

KNOWLEDGE AND ABILITIES: Ability to read and understand laws, standards, and regulations pertaining to the safety and health of inhabitants of a community (occupancy in multiple dwelling or zoning districts, property maintenance practices, handling of refuse, posting of licenses/permits, and so forth). Ability to apply laws, standards, and regulations to actual conditions and situations. Ability to interview persons of varying background. Ability to use tact and courtesy in explaining the need for compliance. Ability to observe and reconcile significant conditions in practices pertaining to property maintenance, multiple dwelling occupancy, or zoning district practices, and so forth. Ability to compile inspection reports and work status reports.

ADVANCEMENT: Appointees who successfully complete the 12 month training period will be eligible for advancement to the title of Code Enforcement Officer. *The inability of an employee in this title to attain a level of performance warranting advancement to the title listed above shall be considered as cause for separation.*

Preference to City of Burlington residents. All employees of State and local government must reside in the State of New Jersey, unless exempted under the law. The City of Burlington is an Equal Opportunity Employer. If you need reasonable accommodations to apply due to disability please call 386-0200, ext. 133.

This is a non-competitive position. For a copy of the complete NJ Civil Service job specification please visit <https://info.csc.state.nj.us/jobspec/07594.htm> 2019 hourly rate: \$10.00 - \$17.89 Interested persons should complete an application by 5:00 PM September 5, 2019, to:
City of Burlington Administrator, 525 High Street, Burlington, NJ 08016; Equal Opportunity Employer.

Application for Employment

Please Print

City of Burlington
525 High Street
Burlington, NJ 08016

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the application and/or interview process should notify a representative of the Human Resources Department.

Position(s) applied for _____ Date of application ____/____/____

Name _____ Applicant ID # _____
Last First Middle

Address _____
Street City State ZIP Code

Telephone # (____) _____ Cellular/Other # (____) _____ E-mail Address _____

Referral Source (How did you hear about us?) _____

If you are under 18 and it is required, can you furnish a work permit? Yes No

If **no**, please explain: _____

Have you ever been employed here before? If **yes**, give dates and positions: _____ Yes No

Is this application a request for reemployment following an extended military leave of absence from this company?..... Yes No

If **yes**, additional information may be requested.

Are you legally eligible for employment in this country? Yes No

Date available for work ____/____/____ What is your desired salary range?.....\$ _____

Type of employment desired: Full-Time Part-Time Temporary Seasonal Educational Co-Op

Are you able to perform the "essential functions" of the job for which you are applying (with or without reasonable accommodation)?

This question is not designed to elicit information about an applicant's disability. Please do not provide information about the existence of a disability, particular accommodation, or whether accommodation is necessary. These issues may be addressed at a later stage to the extent permitted by law.

Yes No Need more information about the jobs' "essential functions" to respond

Driver's license number required if driving may be required in the job for which you are applying: _____ State _____

Employment History

Starting with your most recent employer, provide the following information.

Employer: _____ Street address _____ Starting job title/final job title _____ Immediate supervisor and title (for most recent position held) _____ Why did you leave? _____ Summarize the type of work performed and job responsibilities. _____	(Telephone #) _____ City _____ State _____ May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Later E-mail: _____	Dates employed: _____ to _____ Compensation (Starting) <input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per Commission/Bonus/Other Compensation \$ _____ Compensation (Final) <input type="checkbox"/> Hourly <input type="checkbox"/> Salary \$ _____ per Commission/Bonus/Other Compensation \$ _____
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Skills and Qualifications

Summarize any special training, skills, licenses and/or certificates that may assist you in performing the position for which you are applying:

Computer Skills (Check appropriate boxes. Include software titles and years of experience.)

Word Processing _____ Years: _____ E-mail _____ Years: _____
 Spreadsheet _____ Years: _____ Internet _____ Years: _____
 Presentation _____ Years: _____ Other _____ Years: _____

Educational Background

Starting with your most recent school attended, provide the following information.

School (include City & State)	Years Completed	Completed	GPA Class Rank	Major/Minor
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		
		<input type="checkbox"/> Diploma <input type="checkbox"/> GED <input type="checkbox"/> Degree _____ <input type="checkbox"/> Certification _____ <input type="checkbox"/> Other _____		

References

List names and telephone numbers of three business/work references who are *not* related to you and are *not* previous supervisors. If not applicable, list three school or personal references who are not related to you.

Name	Title	Relationship to You	Telephone	E-mail	# of Years Known
			()		
			()		
			()		

Social Security Number

SS# _____ We will use this information only for employment purposes and make reasonable efforts to safeguard your privacy.

Applicant Statement

I certify that all information I have provided in order to apply for and secure work with this employer is true, complete and correct.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resumé or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that this employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

I understand that this application remains current for only 30 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary for me to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the employer is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the employer's president.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

This Company does not tolerate unlawful discrimination in its employment practices. No question on this application is used for the purpose of limiting or excluding an applicant from consideration for employment on the basis of his or her sex, race, color, religion, national origin, genetic information, citizenship, age, disability, or any other protected status under applicable federal, state, or local law. This Company likewise does not tolerate harassment based on sex, race, color, religion, national origin, genetic information, citizenship, age, disability, or any other protected status. The Company takes all complaints of harassment seriously and all complaints will be investigated promptly and thoroughly.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (i) eliminate me from further consideration for employment, or (ii) may result in my immediate discharge from the employer's service, whenever it is discovered.

*****NOTICE*** To Applicants: Screening tests for illegal drug use may be required before hiring and during your employment here.**

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant _____

Date ____/____/____