

CODE ENFORCEMENT OFFICER, EDGEWATER PARK TOWNSHIP –

Part-time position, 25 hours per week. Inspects apartment units/home resale and rentals for continued certificate of occupancy compliancy. Conducts field inspections and special investigations to ensure compliance with various municipal ordinances and initiates legal action and enforces rules and regulations when necessary, including testifying in Municipal Court. Responds to complaints regarding property maintenance issues. Creates and maintains reports, records, and files; performs other related duties. Valid driver license required, and experience preferred. Please submit resume to pclayton@edgewaterpark-nj.com or mail to 400 Delanco Rd., Edgewater Park, NJ 08010 by May 12, 2023.

CONSTRUCTION OFFICIAL, BUILDING SUBCODE/INSPECTOR AND ZONING OFFICER, EDGEWATER PARK-

Part-time, 15 hours a week. Requirements-Applicant must possess a current and valid Construction Code Official's license and Building Subcode and Building Inspector license (HHA) issued by the NJ DCA. Applicant should also possess a current and valid Zoning Officer certificate and a driver's license valid in New Jersey. Candidates must have experience as a Construction Code Official and Building Subcode/Inspector and be able carry out the responsibilities of Construction Official/Building Subcode/Inspector in accordance with the State Uniform Construction Code. Zoning Officer responsibilities will require candidates to be experienced in interpreting municipal code and zoning enforcement principles. Responsibilities include the ability to perform, interpret and enforce Township code, engaging in field inspections and investigations to ensure compliance with locally adopted zoning codes and municipal ordinances. The candidate must have the ability to comprehend and interpret technical verbiage used in codes and ordinances, must have excellent communication skills, both written and oral and the capability to prepare written reports and be prepared to testify in court. Please submit resume and copy of required licenses to pclayton@edgewaterpark-nj.com or mail to 400 Delanco Rd., Edgewater Park, NJ 08010 by May 12, 2023.

CLERK TYPIST, EDGEWATER PARK TOWNSHIP –

Part-time position. Perform various clerical duties within the township. Salary range depending on experience \$15.00 to \$16.50 per hour no benefits, approximately 25 hours per week. Computer and Microsoft applications required. Duties include but are not limited to answering phones, sorting mail, assisting customers, and assisting various departments with clerical duties. Preferred knowledge of municipal software programs. Preferred Bilingual in Spanish and/or Turkish. Please submit resume to pclayton@edgewaterpark-nj.com or by mail to 400 Delanco Rd, Edgewater Park, NJ 08010 by May 12, 2023.