



Englewood

Human Resources

P.O. Box 228 • Englewood, N.J. 07631 • (201) 871-6660 • Fax (201) 567-3678

CAREER OPPORTUNITY

DATE: February 4, 2025
TO: All City of Englewood Employees & External Applicants (subsequently)
FROM: Human Resources 
SUBJECT: Available Position – **Plumbing Inspector** (Part-Time) - Building & Code Enforcement

There is (1) position available in the Department of Building & Code Enforcement for a part-time Plumbing Inspector (Classified - Teamsters Local 11).

Compensation: The salary is \$36 hourly

Benefits: This position is not eligible for State Health Benefits
Defined Contributed Retirement Program (based on eligibility)
Paid time-off in accordance with the collective bargaining agreement

Schedule: This position offers flexible scheduling based on City needs;
Maximum of 5 hours per week.

How to Apply: Please submit your resume to
City of Englewood
Department of Human Resources
2-10 N. Van Brunt Street
Englewood, NJ 07631

Email: hr@cityofenglewood.org
Subject: Plumbing Inspector (Part-Time)

A complete job description is hereto attached.

POST: February 4, 2025
REMOVE: Will Remain Posted Until Filled

The City reserves the right to interview applicants and to hire while this position is still active.
AN EQUAL OPPORTUNITY / REASONABLE ACCOMODATION EMPLOYER

cc: R. Hoffmann, City Manager
W. Deptuch
Teamsters Local 11



Englewood

Human Resources
Fax (201) 541-5424

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PLUMBING INSPECTOR

JOB SUMMARY:

Under the direction of the Construction Official and/or designee, performs plumbing inspection work involved to enforce relevant public health laws within the jurisdiction; does other related duties as required.

EXAMPLES OF WORK:

- Conducts plumbing inspections to enforce relevant public health laws.
- Receives and examines plans for plumbing work.
- Determines the cause of violations and takes corrective actions.
- Provides testimony in court cases.
- Prepares reports.
- Maintains 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.

QUALIFICATIONS:

- One (1) year of experience in plumbing inspection, plumbing repair, plumbing maintenance, plumbing inspection and /or other work concerned with plumbing structures and/or repair.
- A valid New Jersey Driver's License with a clean driving record;
- Must possess a valid license as a Plumbing Inspector of the appropriate level High-rise and Hazardous (HHS) or Industrial and Commercial (ICS), issued by the New Jersey Department of Community Affairs (NJ DCA).
- Must successfully complete a routine background check, medical exam and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of methods used to conduct plumbing inspection.
- Knowledge of plumbing installation methods.
- Knowledge of plumbing fixtures and fixture requirements.
- Ability to interpret relevant public health laws and apply them to specific cases.
- Ability to establish and maintain cooperative working relationships with business proprietors, contractors, housekeepers, and others interested in the maintenance of public health standards.
- Ability to prepare reports of inspections containing findings, conclusions, and recommendations.

- Ability to provide testimony in court.
- Ability to maintain 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 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 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.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to:

- Stand or sit; remain in a stationary position for extended periods of time
- Walk or work on uneven surfaces while performing the essential functions of the job
- Climb stairs, ladders and other objects to perform the essential functions of the job
- Bend, stretch, twist, or reach out.
- Stoop, kneel, crouch or crawl while performing the essential functions of the job
- See objects in bright, glaring and/or low light; see clearly to perform functions of the job
- Hear sounds and recognize the difference between them and determine from which direction the sound came.
- Speak and hear well to communicate with co-workers, residents and others
- Lift, push, and/or pull up to 50lbs and occasionally more than 50lbs

WORK ENVIRONMENT

The characteristics of the work environment described here are representative of those that the employee may encounter while performing the essential functions of this job. Some examples of the typical working environment may include, but are not limited to:

- In and around machinery;
- Indoor and outdoor environments with all noise levels, all temperatures and climatic conditions, including adverse weather conditions for extended periods of time.

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