



Township of Monroe

County of Middlesex

LOUIS BUONOCORE

Construction Official / Director

Dept. of Construction: 76 Gravel Hill Spotswood Rd
PHONE: 732-656-4585
FAX: 732-521-5971

JOB ANNOUNCEMENT
BUILDING INSPECTOR (FULL TIME)
DEPARTMENT OF CONSTRUCTION

GENERAL DESCRIPTION:

Under direction of the Building Subcode, reviews plan for completeness and compliance with the Uniform Construction Code of the state of New Jersey. Candidate performs all inspections as required to ensure compliance codes.

***Note:** the definition and 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.*

DUTIES MAY INCLUDE BUT ARE NOT LIMITED TO:

- Reviews all necessary plans.
- Performs all inspections are required.
- Maintains necessary records and files and prepares required reports.
- Must have the ability to operate computers and other technology required to perform inspector's duties as per Department policy.
- Assists in the enforcement of Local Ordinances.
- Reports all known violations to the SubCode Official for action.

QUALIFICATIONS:

Knowledge and abilities:

- Considerable knowledge of the Uniform Construction Code and of approved methods of inspections.
- Candidate must possess ability to coordinate work schedule with all concerned personnel.

- Ability to read, write and speak understands or communicates in English sufficiently to perform the duties of the position.
- To prepare clear, sound, accurate and informative reports containing finds, conclusions and recommendations.
- Must be able to meet with people and deal effectively with their problems.
- Considerable knowledge of the I.B.C. and I.R.C. Building code along with all state and local regulations that may apply.
- All newly hired personnel must pass a physical exam, drug test and background test.

LICENSE/CERTIFICATION, EDUCATION AND EXPERIENCE:

- Possession of a valid H.H.S License as defined in the Uniform Construction Code of New Jersey, as per the applicable code.
- Candidate must possess Building Inspector's License (H.H.S., preferred, I.C.S. minimum) and second discipline license preferred.
- Possession of a valid NJ State Drivers' License.

Successful candidate must reside in New Jersey unless otherwise exempted by law and will be required to pass a pre-employment drug screen, background check and motor vehicle record check.

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 Township undue hardship, such person may not be eligible.

Wage:

Salary will be based on the candidate's experience and the inspector licenses currently held.

APPLICATION PROCEDURES:

Interested parties may obtain applications from the Division of Health & Human Resources located at Monroe Municipal Complex, 1 Municipal Plaza, Monroe Township, NJ 08831 or by visiting www.monroetwp.com Completed applications should include a cover sheet with resume attached and submitted to the Division of Health & Human Resources no later than December 15, 2025

THE TOWNSHIP OF MONROE IS A EQUAL OPPORTUNITY EMPLOYER (EOE)