

# City of South Amboy

**JOB TITLE:** Building Subcode Official/Housing Inspector

**DEPARTMENT:** Building

**SALARY RANGE:** \$10,000 - \$15,000

**HOURS:** 4 hours weekly: Mondays and Thursdays

**DATE POSTED:** April 17, 2026

**CLOSING DATE:** Until filled

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## **ESSENTIAL FUNCTIONS PERFORMED**

- Inspects new and existing buildings and structures to ensure compliance with the State Uniform Construction Code and enforces same to ensure public safety, health, and welfare
- Prepares necessary reports showing work progress
- Must have strong customer service skills with the ability to work independently as well as with the team
- Other duties as assigned

## **REQUIRED KNOWLEDGE & ABILITIES & LICENSE**

- Knowledge of basic fire protection requirements, preparation of violation notices and prescribed inspection record-keeping as well as the classification of structures into class category
- Applicants must possess a valid Building Inspector's License of the appropriate class issued by the New Jersey Department of Community Affairs
- Valid NJ driver's license

## **MINIMUM REQUIRED QUALIFICATIONS**

- One (1) year of experience in building inspection
- NJ residency required by N.J.S.A. 52:14-7 (L. 2011, Chapter 70)
- Pursuant to Federal Law, proof of US Citizenship or immigration status will be required upon hire

Qualified applicants should send resume and copy of current license(s) to:  
140 North Broadway \* South Amboy, NJ 08879 \* ATTN: City Clerk  
Or email [walentyk@southamboynj.gov](mailto:walentyk@southamboynj.gov)