

The Borough of Hightstown is seeking a motivated, detail-oriented, and customer-service-focused individual to serve as its Full-Time Housing Inspector/Code Enforcement Officer. Under the direction of the appropriate Borough officials, the successful candidate will perform field inspections and investigations to ensure compliance with Borough property maintenance, housing, nuisance, parking, and other applicable municipal ordinances, codes, rules, and regulations. Responsibilities include conducting residential and commercial property inspections, residential rental inspections, and lead-based paint inspections in accordance with applicable Borough ordinances and New Jersey law; responding to complaints; investigating potential violations; issuing notices of violation and parking summonses; documenting enforcement activities; maintaining accurate inspection records; preparing reports; filing complaints when necessary; and appearing before Municipal Court in connection with enforcement activities. The position requires regular interaction with residents, property owners, contractors, businesses, and other agencies to achieve compliance while providing excellent customer service. Candidates should possess strong written and verbal communication, organizational, computer, and problem-solving skills, be able to work independently, and have the ability to interpret and apply municipal ordinances and regulations. Municipal code enforcement or inspection experience is preferred. A New Jersey Housing Inspector license and Fire Inspector certification are preferred. Candidates must possess a valid New Jersey driver's license and meet all applicable New Jersey Civil Service Commission requirements for the title of Code Enforcement Officer. Salary commensurate with qualifications and experience. Interested applicants should submit a resume and cover letter to John Francis Roman, Borough Administrator, at administrator@hightstownborough.com.

HOUSING INSPECTOR / CODE ENFORCEMENT OFFICER – HIGHTSTOWN BOROUGH

The Borough of Hightstown is seeking a qualified, motivated, and community-oriented individual to serve as its full-time Housing Inspector and Code Enforcement Officer.

The successful candidate will administer and enforce the Borough's Housing Code and applicable municipal ordinances and will perform inspections necessary to protect the health, safety, and quality of life of Borough residents.

Responsibilities include conducting residential, commercial, rental, and property maintenance inspections, investigating complaints, identifying violations, and ensuring compliance with applicable Borough codes and regulations.

The position will enforce housing, property maintenance, nuisance, sanitation, lead-based paint, occupancy, and other municipal code requirements as assigned and authorized by the Borough. The successful candidate will prepare notices of violation, orders, inspection reports, correspondence, and other enforcement documents and maintain accurate and organized case records.

The Housing Inspector and Code Enforcement Officer will work cooperatively with residents, property owners, landlords, and businesses to explain Borough requirements and encourage timely voluntary compliance whenever appropriate.

When voluntary compliance is not achieved, the successful candidate must be comfortable initiating formal enforcement actions, issuing summonses or violations as authorized, and appearing in Municipal Court or administrative proceedings when required.

Candidates should possess strong knowledge of municipal code enforcement and housing or property maintenance principles, excellent communication and organizational skills, and the ability to interpret and consistently apply municipal ordinances.

Prior municipal code enforcement or housing inspection experience and relevant New Jersey licenses or certifications are strongly preferred, and a valid New Jersey driver's license is required. Salary will be commensurate with qualifications and experience, and interested candidates should submit a resume and cover letter to the Borough of Hightstown, an Equal Opportunity Employer.