

CITY OF HACKENSACK

JOB OPENING ANNOUNCEMENT

Title: Code Enforcement Officer Trainee

Department:	Building, Housing, Land Use	Salary Range:	\$40,000-\$45,000
Date Posted:	09/05/2025	Position:	Full-Time, Contractual
Post Expires:	Until filled	Shift:	Monday-Friday 8am-4pm

Application Process:

Please email a copy of your resume to Cassandra Seshadri, Personnel Director, at apply@hackensack.org

Job Description

ROLES AND RESPONSIBILITIES

Under direction, performs varied types of field and office work ensuring that residents, businesses, and citizens comply with various municipal ordinances other than the State Sanitary Code, State Uniform Construction Code or any of its subcodes, or the State Uniform Fire Code; does other related duties as required.

- Conducts field inspections and special investigations to ensure compliance with various municipal ordinances.
- Initiates and enforces rules and regulations in relation to enforcement of various municipal ordinances.
- Monitors vacant properties for maintenance concerns.
- May issue notices of violation for failure to comply with standards.
- Prepares needed reports.
- May perform other similar duties as needed.

EXPERIENCE AND EDUCATION REQUIREMENTS

One (1) year of experience in conducting inspections or investigations to detect violations of and ensure compliance with laws, rules, and regulations preferred. Bilingual in English/Spanish a plus but not required.

LICENSE AND CERTIFICATIONS:

Appointees will be required to possess a valid New Jersey driver's license.

Appointees who successfully complete the 12-month training period will be eligible for advancement to the title of Code Enforcement Officer.

REQUIRED SKILLS AND ABILITIES (INCLUDED BUT NOT LIMITED TO)

- Ability to read, understand, and implement provisions of the municipal rules, regulations, policies, procedures, and ordinances required.
- Ability to use tact and courtesy in explaining the need for compliance.
- Demonstrates the ability to observe and reconcile important situations in property upkeep, multiple dwelling occupancy, and zoning district practices.
- Advanced proficiency in computer skills.
- Ability to compile inspection reports and work status reports.

This is a full-time, contractual position which includes health benefits, generous PTO, and enrollment in the State Pension Plan upon permanent appointment.

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