

Borough of Metuchen

Enforcement Official, Full-time

Metuchen is a small Borough of 2.85 square miles, located in Middlesex County with a population of approximately 15,000 people. Metuchen has a vibrant downtown district which includes a popular Northeast Corridor train stop to NYC. Parking for residents, visitors, and commuters is provided by on-street metered spaces, permit surface parking lots, and a large parking deck operated by a private company.

The Enforcement Official will split their time 50% as a Parking Enforcement Official to ensure that parking regulations are followed and parkers comply with payments at parking spaces, and 50% as the Code/Property Maintenance Enforcement Official. This position is full time with salary and benefits. The parking enforcement part of the position requires working Saturdays from 9:00am-4:00pm. Total hours of the position are 35 hours per week.

Parking enforcement duties include enforcement at pay station and electronic street meters, outdoors in varying weather conditions. The Official will be required to walk the downtown district and operate a handheld enforcement device and cellular or two-way communication device. The successful candidate must have the ability to effectively communicate and interact with the public in a friendly manner. Assistance with meter collection system may be required.

Code/Property Maintenance enforcement duties include engaging in field inspections and investigations to ensure compliance with local property maintenance codes, and inspections to ensure compliance with municipal ordinances. The candidate must have the ability to comprehend and interpret technical verbiage used in codes and ordinances and have the ability to apply the interpretation in an appropriate and unbiased manner. The candidate must have excellent communication skills, both written and oral, to explain violations, prepare written reports, initiate and prepare to testify in court or other quasi-judicial hearings. The candidate must have excellent organizational skills to keep track of investigations.

This position requires a HS Diploma and a valid NJ Driver's License with an excellent driving record. Three to five years of experience in enforcement is preferred. Candidates must pass a criminal background check. Please submit resume to the Borough Administrator, mperilstein@metuchen.com with the subject line 'Enforcement Official.' Resumes will be accepted until May 26, 2023.

The Borough of Metuchen is an Equal Opportunity Employer.