



CITY OF JERSEY CITY
DEPARTMENT OF HUMAN RESOURCES

280 GROVE STREET JERSEY CITY, NJ 07302

P: (201) 547-5217 F: (201) 547-5022



STEVEN M. FULOP
MAYOR

NANCY RAMOS
DIRECTOR

Job Opening:
Program Monitor

Department: Housing, Economic Development & Commerce

Division: Community Development

Exempt/Non-Exempt: Non-Exempt

Union/Management: Local 246, Union

Full-Time/Part-Time/Seasonal: Full-Time

Workweek: 37 ½ hours per week

Salary: \$35,000 - \$42,500, based on qualifications and experience. Competitive Jersey City retirement and health benefits package available, including pension, dental, medical, prescription, FSA (flexible spending account), life insurance, mileage reimbursement and more.

The City of Jersey City Division of Community Development (DCD) is looking for a Program Monitor to assist the division with all construction related processes including: the Residential Rehabilitation Program, HOME grant, HOPWA, ESG and Relocation Assistance. Under general direction from the CDBG-Housing Coordinator, provides inspection and oversight services for the city's Housing Rehabilitation Programs ensuring that the homeowner, City and contractors are satisfied with the work completed under the HUD Program and all Program requirements.

Job Duties:

- Monitor and track information concerning rehab projects including homeowner information, progress of construction projects, property information, change orders, permits and draw requests.
- Coordinate with lead-based paint testing companies to identify areas that test positive and outline the abatement/work safety strategy for the bid documents.
- Coordinate with homeowners and contractors to perform site inspections including initial, progress and final inspections.
- Understand, interpret, and ensure compliance with all City, State and Federal requirements.
- Monitor construction progress including insuring required permits are pulled, documenting progress with written inspections and pictures, insuring quality of work and mediating between the homeowners and contractors.
- Estimate cost of rehabilitation and prepare complete specifications and general description of work to be accomplished to provide basis for obtaining competitive bids from contractors.
- Conduct pre-bid and pre-construction meetings with homeowners and contractors.
- Develop a work description for all noted work items and a cost estimate for each work item.
- Prepare, review, and submit a variety of reports, correspondence, memoranda, and other communication.

The City of Jersey City is an Affirmative Action/Equal Employment Opportunity Employer and complies with all applicable federal and state laws, rules and regulations relating to anti-discrimination and anti-harassment.

**Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.*

Required Educational Background: Bachelor's degree is required.

Required Experience: 3-5 years' experience as a former contractor and housing rehabilitation projects inspector.

Essential Skills:

- General knowledge of all phases of construction, inspection process, rehabilitation process and specification writing necessary for compliance with the Residential Rehabilitation and other programs administered by DCD;
- Knowledge of the various acceptable lead/asbestos hazard remediation requirements, in compliance with federal, state, and local laws is required;
- Ability to monitor and inspect work performed by general contractors for compliance with Local and State building codes and performance standards for the review and approval of payment requests;
- Exceptional at establishing and maintaining effective working relationships with other City of Jersey City employees, public officials and the general public;
- Ability to monitor and track a project from inception to completion;
- Ability to read and interpret architectural drawings and blueprints; and
- Proficiency in Microsoft Excel, Word, MS Project, e-mail and other computer software.

Preferred Education: Bachelor's Degree in Planning/Urban Development, Construction, Engineer, Finance, Legal or equivalent.

Preferred Skills/Qualifications: Extensive (2+ years) experience in the application of building codes and standards in preparing and reviewing work specifications, cost estimates and work performed by general contractors.

Full Civil Service job description available here: <http://info.csc.state.nj.us/jobspec/04700.htm> . You must eventually pass and qualify for this Civil Service title.

To apply for this job with the City of Jersey City fill out our [Employment Application](#).

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