

December 1, 2022

Borough of Haddonfield Job Description

Position: Sidewalk Inspector

Salary Range: as of 6/27/20 – Starts at \$18.25 per hour

Benefits: State pension and contributory life insurance, with payroll deductions, is required. There is no paid time off nor any medical type benefits.

Schedule: Position budgeted based on an average of 10 hours per week. Work is scheduled by the Inspector based on the needs of the position and reported once per week on a detailed time sheet.

Work Location: Operates from Community Development Office – Room 104.

Reports to: Community Development Director

Duties:

- Inspection of sidewalks associated with the sale of homes, completion of appropriate paperwork.
- On a pre-approved, planned, logical basis inspects all sidewalks in a particular area to determine safety hazards that must be eliminated. Based on the plan, all sidewalks in the Borough will be inspected on a continuing basis over the years.
- Sidewalks that must be replaced or repairs are appropriately marked and their location and address recorded on appropriate forms.
- Look-ups of property owners of locations where sidewalk hazards are found must be made and appropriate notices to repair or replace must be sent out.
- Records must be kept to allow for documentation of such notices and the timetable for required work. Follow up inspections and notices are to be made and sidewalk permit records checks to document the completion of the work.
- Regular reports of the status of the work are required.
- Communication with the Borough's Public Works Supt. for tree root issues is necessary to assist property owners and their contractors to get the job done properly and for the protection of the Borough's shade trees.
- Special inspections must be made to follow up on reports of trip and falls and complaints. In addition, inspections to assist with Borough projects involving sidewalks are required from time to time.

QUALIFICATIONS

- Good communications ability
- Good record keeping skills
- Good organization ability
- Ability to work with others
- Good health and dependability
- Flexibility in use of time

