

**NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS  
JOB VACANCY POSTING**

**POSTING NUMBER:** HR18-0021

**ISSUE DATE:** September 19, 2018

**TITLE:** Subcode Official (Elevator)

**CLOSING DATE:** October 3, 2018

**DIVISION / UNIT:** Codes and Standards / Office of State and Local Code Inspections / Elevator Safety Unit

**LOCATION:** Statewide

**POSITIONS:** 3

**SALARY RANGE:** P25: \$64,280.29 - \$91,368.04

*New employee starting salary will be between \$64,280.29 and \$73,309.55. The starting salary is based on experience and current salary.*

**DISTRIBUTION:** Statewide

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**OPEN TO:**

- Department-Wide (Department of Community Affairs Employees ONLY)
- All Departments/Agencies (State Employees with permanent status ONLY)
- General Public and/or State Employees

**DESCRIPTION OF MAJOR DUTIES:**

Under the general supervision of a construction official performs work involving enforcement and administration of the Uniform Construction Code Act and Regulations performing routine periodic and acceptance inspections for the elevator subcode, does other related work as required.

**REQUIREMENTS: (APPLICANTS MUST MEET ALL REQUIREMENTS LISTED BELOW)**

**LICENSES:**

*Administrative License:*

Applicants must possess a valid Subcode Official license in building, electrical, fire protection, plumbing, elevator, amusement rides, or boiler/pressure vessel and refrigeration, issued by the New Jersey Department of Community Affairs, appropriate to the position.

**NOTE:** Appointees must continue to complete the continuing education requirements to maintain their Subcode Official license.

*Technical License:*

Applicants must possess a valid High Rise and Hazardous Specialist (HHS) construction code enforcement license in building, fire protection, electrical, plumbing, elevator, amusement rides, or boiler/pressure vessel and refrigeration, issued by the Department of Community Affairs, appropriate to the position.

**NOTE:** Appointees must continue to complete the continuing education requirements to maintain their HHS license.

**SPECIAL NOTE:** Appointees to the Liquefied Petroleum Gas Unit will be required to complete specialized training.

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

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**Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number to:**

Office of Human Resources  
New Jersey Department of Community Affairs  
HR18-0021  
PO Box 800  
Trenton, New Jersey 08625  
Resumes may be emailed to: [resume1@dca.nj.gov](mailto:resume1@dca.nj.gov)

**Interviews will be granted on the basis of the resume.**

**NOTE:** Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment UNLESS OTHERWISE EXEMPTED FROM THE LAW.

**The New Jersey Department of Community Affairs is an Equal Opportunity Employer**