State of New Jersey
DEPARTMENT OF COMMUNITY AFFAIRS

POSTING NUMBER: HR19-0051 **ISSUE DATE:** May 7, 2019

TITLE: Subcode Official (Building) **CLOSING DATE:** May 21, 2019

DIVISION / OFFICE /UNIT: Codes, Director's Office, Code Assistance Unit

SALARY RANGE: P25: $64,280.29 - $91,368.04 **NUMBER OF POSITIONS:** 1

LOCATION: DCA Building, 101 S Broad Street, 6th Floor, Trenton

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:
In the Division of Codes and Standards, Code Assistance Unit, will provide building code interpretations to homeowners, builders, designers, other members of the public and/or code officials. In addition, provides technical input and support to the Code Advisory Board and its Subcode Committees. Participates in the model code development process and provides technical input and support to various other government agencies and bureaus. Prepares rule proposals and explanatory materials such as bulletins and newsletter articles; does other related duties as required.

Director's Office would prefer applicants with background in structural engineering.

REQUIREMENTS
(APPLICANTS MUST MEET ALL REQUIREMENTS LISTED BELOW)

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.

- ☐ A promotable eligible exists within the unit scope.
- ☐ A promotional list exists within the unit scope.
- ☒ An open competitive list exists.

Please submit a resume including any required documents (degree, licenses, certification and/or transcripts) along with a letter of interest, including a phone number, by the closing date to:

New Jersey Department of Community Affairs
Office of Human Resources
HR19-0051
101 South Broad Street
PO Box 800
Trenton, New Jersey 08625
Resumes may be emailed to: resume1@dca.nj.gov

Interviews will be granted based on 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

Revised: March 2018