



State of New Jersey
DEPARTMENT OF COMMUNITY AFFAIRS

POSTING NUMBER: HR18-0027

ISSUE DATE: September 27, 2018

TITLE: Construction Official

CLOSING DATE: October 11, 2018

DIVISION / OFFICE /UNIT: Codes / Bureau of Homeowner Protection

SALARY RANGE: S27: \$70,449.95 - \$100,310.78 **NUMBER OF POSITIONS:** 1

LOCATION: DCA Building, 101 S Broad Street, 3rd 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 Bureau of Homeowner Protection performs work involving the enforcement and administration of the New Jersey Uniform Construction Code Act and Regulations. Implements and administers the dispute settlement and claims resolution process for State Plan warranty participants, pursuant to the New Home Warranty and Builders' Registration Act and regulations. Supervises the processing of new home warranty enrollment application for builder participants in the New Home Warranty Trust Fund, in accordance with the governing regulations and adopted policies and procedures. Ensures that the preparation of claims and inspection reports concerning the warranty construction defects are accurate and in compliance with applicable law, regulations, and agency policy and procedures. Monitors assigned staff to ensure that contracted construction defects are remediated in conformance with the specifications provided; does other related duties as required.

REQUIREMENTS

(APPLICANTS MUST MEET ALL REQUIREMENTS LISTED BELOW)

EXPERIENCE:

One (1) year of supervisory experience in architecture, engineering, code enforcement project review or construction project management with responsibilities for the technical and/or skilled work of construction projects subject to the New Jersey Uniform Construction Code.

LICENSE:

Applicants must possess a valid High Rise and Hazardous Specialist (HHS) code enforcement license in building, plumbing, electrical, elevator, or fire protection issued by the Department of Community Affairs.

NOTE: Applicants must possess a valid license as a Subcode Official issued by the Department of Community Affairs.

NOTE: Applicants must possess a valid license as a Construction Official issued by the Department of Community Affairs.

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

NOTE: Appointees must continue to complete the code update education courses required to maintain their HHS, Subcode Official, and Construction Official licenses.

NOTE: 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 the essential duties of the position.

A promotable eligible exists within the unit scope.

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

HR18-0027

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