



State of New Jersey  
DEPARTMENT OF COMMUNITY AFFAIRS

POSTING NUMBER: HR19-0002

ISSUE DATE: January 10, 2019

TITLE: Subcode Official (Fire)

CLOSING DATE: January 24, 2019

DIVISION / OFFICE /UNIT: Codes/ Office of State and Local Code Inspections/Southern Regional Office

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

LOCATION: Statewide

NUMBER OF POSITIONS: 1

- 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:**

Conducts construction code inspections in municipalities where the state is the municipal enforcing agency in order to protect the health, safety and welfare of employees, general public and other occupants; does other related duties as required.

**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 NOTES:**

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

Appointees to Amusement Ride Subcode Official positions will be required to successfully complete the approved 90-hour educational program for the elevator inspector H.H.S. as detailed at NJAC 5:23-5.202(n) to conduct routine six-month elevator inspections, as permitted by NJAC 5:23-5.5(d)4.

Appointees to Elevator Subcode Official positions who do not possess the National Association of Amusement Ride Safety Officials (NAARSO) Level I (Basic) certification will be required to complete an in-house training program to conduct operational ride inspections.

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  
**HR19-0002**  
101 South Broad Street  
PO Box 800  
Trenton, New Jersey 08625  
Resumes may be emailed to: [resumel@dca.nj.gov](mailto:resumel@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*