



State of New Jersey  
DEPARTMENT OF COMMUNITY AFFAIRS

POSTING NUMBER: HR19-0061

ISSUE DATE: July 22, 2019

CLOSING DATE: August 5, 2019

TITLE: Subcode Official (Building, Electrical, Elevator, Plumbing and Fire)

DIVISION / OFFICE /UNIT: Division of Codes and Standards

STARTING SALARY: \$64,280.29 - \$73,309.54

NUMBER OF POSITIONS: 7

LOCATION: Various

- 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:**

The Division of Codes and Standards establishes and enforces building codes, in partnership with the State’s municipalities, to protect the health and safety of the residents of New Jersey. To assist with this mission the Division is seeking full time subcode officials to work in various offices performing plan reviews, inspections, providing code assistance and enforcement throughout the State.

If you have any questions regarding vacancies, please call the Director’s Office at 609-292-7899.

**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.

**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  
**HR19-0061**  
101 South Broad Street  
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 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***