



State of New Jersey  
DEPARTMENT OF COMMUNITY AFFAIRS

**POSTING NUMBER:** HR19-0062

**ISSUE DATE:** July 24, 2019

**CLOSING DATE:** January 8, 2020

**TITLE:** Special Services (Hourly) Positions

**DIVISION / OFFICE /UNIT:** Division of Codes and Standards

**LOCATION:** Various

**OPEN TO:**  **General Public and/or State Employees**

**SALARY:** \$37.33 - \$48.23 per hour

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**DESCRIPTION OF MAJOR DUTIES:** The Division of Codes and Standards is seeking hourly employees in all areas to assist with enforcing the Uniform Construction Code and/or Hotel and Multiple Dwelling Law in order to protect the health and safety of the residents of New Jersey. To assist with this mission the Division is seeking licensed officials to work in various offices performing plan reviews, inspections, providing code assistance and enforcement throughout the State.

*Please note on your resume your availability and preferred work location (for example: north, south, office, field, Monday – Friday)*

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

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**Titles/Requirements (Applicants must possess a valid U.C.C. License as listed below)**

**Inspector Multiple Dwelling /** A valid **Inspector of Hotels and Multiple Dwellings license** issued by the New Jersey Department of Community Affairs.

**Construction Code Inspector 2 /** Seven (7) years of experience in construction project management work such as a construction manager, construction official, general contractor, architect, or engineer with field responsibilities for all levels of construction, OR as an electrician, plumber, building trades craftsman, or fire protection specialist OR in amusement ride development, construction, or inspection. **LICENSE:** Applicants will be required to possess a valid **Industrial and Commercial Specialist (ICS)** construction code enforcement license in building, fire protection, electrical, plumbing, or amusement ride inspection issued by the Department of Community Affairs, appropriate to the position.

**Subcode Official /** 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. Applicants must also 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.

**Construction Official /** 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. Must possess a valid license as a **Subcode Official** issued by the Department of Community Affairs. Applicants must also possess a valid license as a **Construction Official** issued by the Department of Community Affairs.

**All 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 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

**HR19-0062**

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*

Revised: March 2018