

Township of Parsippany-Troy Hills
OPEN POSITION ANNOUNCEMENT
Building Subcode Official

Department: Division of Construction Inspections

Workweek: Monday through Friday 8:00 AM to 4:00 PM. Subject to change based upon the needs of the department and the Township.

Wage: Per Ordinance \$90K - \$115K non-exempt white-collar. Excellent benefits package provided.

Definition: Under the direction of the Construction Official, the Building Subcode Official administers and enforces the Building Subcode of the New Jersey Uniform Construction Code (UCC) within the Township. The Official inspects and/or supervises inspections of buildings under construction to ensure compliance with approved plans, specifications, and all applicable codes and regulations.

Note: The definition and examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

Skills/Duties:

- Carry out the duties of a Building Subcode Official as prescribed in N.J.A.C. 5:23-4.5(i).
- Review and approve construction plans for conformity with building and energy subcodes of the New Jersey UCC.
- Verify that all required prior approvals have been obtained and meet UCC regulations.
- Direct and supervise building inspection staff, including four inspectors and clerical personnel, assigning work and providing instruction.
- Prepare and oversee violation reports; issue site warnings and stop-work orders for serious violations impacting public health, safety, or welfare.
- Serve notices of violations of the UCC and building subcode.
- Prepare and supervise recommendations for temporary and final Certificates of Occupancy.
- Learn and use various electronic and/or manual recordkeeping and information systems as required.
- Perform other related duties as assigned.

Requirements: Candidate should be able to read, write, speak, understand and communicate in English. Valid Building Subcode/Inspector HHS license issued by the New Jersey Department of Community Affairs. (Multiple licenses preferred.) Minimum five (5) years full-time experience as a Building Subcode Official with a medium-sized or larger New Jersey municipality. Valid New Jersey driver's license.

To Apply: Please e-mail cover letter, resume, and copies of relevant licenses to James Cryan, Business Administrator at jobs@parsippany.net and Jennifer Smith, Director at jsmith@parsippany.net.

Closing Date: Open until filled. EOE.

Date Posted: _____ **Posted by:** _____

Department: _____

(Return the original signed form to A. Ferrara, Mayor's Office. Post the copy)