

City of Pleasantville

Job Announcement



Building Subcode Official

Title	Department	Salary Range	Employment Status
Building Subcode Official	Construction/Code Enforcement	\$50.00 per hour	Part-Time w/Possible Partial Benefits

Under direction of the Construction Official, has the subordinate administrative responsibility for administering the building subcode of the State Uniform Construction Code within the concerned jurisdiction, and inspects and/or supervises the inspection of buildings in construction projects underway to ensure that compliance with plans and specifications approved in accord with State Uniform Construction Code is achieved; does other related duties.

Examples of Duties-The following examples or additional duties may be required:

- Reviews and approves plans of proposed structures as provided in the New Jersey Uniform Construction Code regulations for conformity with building and energy subcodes.
- Develops the inspection work program with effective and appropriate procedures, analyzes construction inspection problems, and establishes appropriate work methods.
- Has final responsibility in the inspection for building and energy subcode compliance of all new construction and renovation projects.
- Inspects, evaluates, and supervises the inspection of construction work in projects underway to ensure that all work installed conforms to the requirements of the approved plans and the building and energy subcodes and the regulations of the New Jersey Uniform Construction Code.
- Supervises code compliance for building and energy subcodes of all construction and contractors to ensure that required standards are observed in accord with approved plans and specifications.
- Halts construction work by contractors when and if reasonable standards of craftsmanship, safety, plans, specifications, and /or legal requirements are not being observed.
- Establishes and maintains cooperative working relationships with architects, engineers, and construction personnel.
- Reviews construction to ensure that all materials, methods, and assemblies conform to the standards referenced by the code and manufacturers' installation directions as well as other matters not shown in a set of plans but required for conformity with the code.
- Issues site warnings, citations, and stop work orders in cases of serious violations of the adopted subcodes or regulations which might endanger the health, safety, and/or welfare of the public or building occupants.
- Prepares and supervises the preparation of recommendations regarding both temporary and final certificates of occupancy.
- Prepares and supervises the preparation of violation reports.
- Testifies in court and in administrative hearings.

- Maintains and supervises the maintenance of records, reports, and files required to show the details of each project inspected.
- Identifies, inspects, and supervises the inspection of the placement of materials being incorporated in the construction and renovation of buildings located within the jurisdiction to ensure that they conform to the approved plans and that they meet the necessary performance standards established in the regulations for the Uniform Construction Code and subcode.

REQUIREMENTS:

LICENSE:

Applicants must possess a valid license as a Building Subcode Official issued by the New Jersey Department of Community Affairs.

NOTE: Applicants must also possess a valid license as a Building Inspector at the appropriate level, residential and commercial (RCS), industrial and commercial (ICS), or high-rise and hazardous (HHS), depending on the class of structure, issued by the New Jersey Department of Community Affairs.

ADDITIONALLY: The successful candidate 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.

KNOWLEDGE AND ABILITIES:

HHS LICENSE:

The knowledge and abilities for an RCS and ICS license plus the following:

- Knowledge of advanced structural systems including structural design and analysis techniques necessary to check compliance with the code for the heavily loaded and technically advanced systems which characterizes class I buildings.
- Knowledge of pile and other foundation systems used to bear very heavy loads.
- Knowledge of high-rise framing systems including wind load and seismic considerations.
- Knowledge of the requirements for and the design principles involved in the various types of heating, ventilating, and air conditioning systems found in class I structures with particular emphasis on procedures ensuring adequacy of installation including fire protection requirements for such systems.
- Ability to carry out the provisions of the Uniform Construction Code as they relate to residential and small commercial structures, industrial and commercial structures, and to high-rise hazardous structures.

RCS, ICS, and HHS LICENSE(S)

Knowledge of office procedures for inspectors including forms and records used and purpose for each.

Knowledge of methods of establishing proper review and approval of permit applications for compliance with the construction code and applicable laws and ordinances under the jurisdiction of related public agencies including application contents, use of procedure and information sheets for applicants use of check lists for compliance with applicable ordinances, and processing applications.

Knowledge of legal aspects of code enforcement.

Knowledge of the purpose and fundamentals of stop orders, notices of penalty, and court action.

Knowledge of the administrative hearing process under the State Construction Code Act.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Benefits Included:

Pension
Flex Spending Plan
Deferred Compensation Plan

The Americans with Disabilities Act of 1990 as amended prohibit employers from discriminating against any qualified person on the basis of disability. The City of Pleasantville makes reasonable accommodations during all aspects of the employment process, such as testing and interviews. The City of Pleasantville makes reasonable accommodations in the work environment to enable a person with a disability to perform the essential job functions and to participate equally with co-workers without disabilities. However, the City of Pleasantville can only make reasonable accommodations when it is aware of a disability. **IT IS UP TO YOU TO INFORM THE PROSPECTIVE EMPLOYER IF YOU NEED A REASONABLE ACCOMMODATION.** The employer may ask you for documentation to support your request for a reasonable accommodation.

The City of Pleasantville is an Equal Opportunity Employer

ALL Applications along with resume are due by September 28, 2026 (4:30 p.m.)