

City of Pleasantville

Job Announcement



Electrical Subcode Official

Title	Department	Salary Range	Employment Status
Electrical 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 for administering the electrical subcode of the State Uniform Construction Code within the concerned jurisdiction, and inspects and/or supervises the inspection of electrical work in construction projects underway to ensure that compliance with plans and specifications approved in accord with the 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 Uniform Construction Code regulations for conformity with electrical and energy subcodes.
- Develops the inspection work program with effective and appropriate procedures, analyzes construction inspection problems, and establishes appropriate work methods.
- Has the final responsibility in the inspection for electrical and energy subcode compliance of all new construction and renovation projects.
- Inspects and evaluates electrical work in construction projects underway to ensure that all work installed conforms to the requirements of the approved plans and the electrical and energy subcodes, and the regulations of the State Uniform Construction Code.
- Takes the initiative in halting construction work by contractors when and if reasonable standards of workmanship, safety, plans, specifications, and /or legal requirements are not being observed.
- Is responsible for establishing and maintaining cooperative working relationships with architects, engineers, and construction supervisors.
- Reviews construction to ensure that all materials, methods, and assemblies conform to 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 onsite warnings, citations, and stop work orders in cases of serious violations of the electrical or energy subcode that might endanger the health, safety, and/or welfare of the public or building occupants.
- Prepares violations 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 and inspects all materials being incorporated in the electrical 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 State Uniform Construction Code and the adopted subcode.

REQUIREMENTS:

LICENSE:

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

NOTE: Applicants must also possess a valid license as an Electrical Inspector at the high-rise and hazardous (HHS) level 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 ICS license plus the following:

- Knowledge of advanced electrical systems design.
- Knowledge of procedures and methods necessary to check the design, material, and installation practices for the more complex systems which characterize high-rise and hazardous structures with particular attention to hazardous uses identified in article four of the building subcode and the hazardous locations identified in the electrical subcode.

ICS, and HHS LICENSES:

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 including application contents, use of procedure and information sheets for applicants, use of check lists for compliance with applicable regulations, 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.)