



TOWNSHIP OF PLAINSBORO
NOTICE OF VACANCY

DATE OF POSTING: October 16, 2018

TITLE: Building Subcode Official
2019 SALARY RANGE: \$66,549- \$104,203
WORK HOURS: M-F 8:30 am – 4:30 pm

DEPARTMENT: Code Enforcement
UNION: CWA
EFFECTIVE: December/January

DEADLINE TO APPLY: November 16, 2018

DUTIES DESCRIPTION:

The Building Subcode Official performs plan reviews, inspections and enforcement functions for the Township to assure compliance with Uniform Construction Code and other applicable adopted reference standards. Employee works under the general direction of the Director of Code Enforcement/Construction Official. Work is performed both indoors and outdoors in outdoor weather conditions. Excellent customer service is essential. Employee must work effectively with the public and co-workers on a daily basis.

Duties include but are not limited to:

- Interprets and enforces UCC building subcode regulations.
- Reviews and approves plans for proposed structures for conformity under the Building Subcode.
- Conducts field inspections of construction projects to ensure compliance with the Building Subcode.
- Issues notices of violation, and/or stop work orders when conditions warrant and advises Construction Official.
- Investigates complaints and works with all parties involved to resolve problems.
- Complies with time limitations for review and inspections.
- Establishes and maintains cooperative working relationships with the public, construction personnel and associates.
- Notifies Construction Official of important and/or unusual situations.
- Completes required reports as needed.
- Attends continuing education classes and seminars as required for license(s).

REQUIREMENTS:

- HHS and Building Subcode Official Licenses.
- Candidates with multiple licenses in other disciplines are desired.
- Valid Driver's License with appropriate automobile insurance.
- Knowledge of the Uniform Construction Code, including but not limited to building, mechanical, energy and other related codes and standards.
- Excellent communication, customer service, planning and organization skills.
- Must be comfortable with use of electronic tablet and/or other devices, programs and applications used by the Township.
- Must be able to perform the physical requirements of the job.

Submit Resume, Township Application and Cover Letter to: humanresources@plainsboronj.com

or apply online at <http://www.plainsboronj.com/500/Employment-Opportunities>