



THE TOWNSHIP OF BRIDGEWATER

100 Commons Way / BRIDGEWATER, N.J. 08807
908-725-6300 / FAX # 908-725-3365

JOB POSTING

POSITION:	BUILDING SUBCODE OFFICIAL
POSTING DATE:	08/19/2021
CLOSING DATE:	09/10/2021 @ 5:00PM (Eastern)
JOB TYPE:	Full-Time
REPORTS TO:	Code Enforcement Officials
UNION AFFILIATION:	None
SALARY RANGE:	Grade M (Minimum \$54,200.88 / Maximum \$89,894.56)
WORK HOURS:	9:00AM – 5:00PM, Monday – Friday

Under the direction of the Code Enforcement Official, responsibilities include, but are not limited to, administering the building subcode of the State Uniform Construction Code; review plans, inspect and/or supervise the inspection of buildings work in construction projects to ensure compliance with plans and specifications approved in accordance with the State Uniform Construction Code; respond to inquiries; investigate complaints and violations; and perform other related duties.

MINIMUM REQUIREMENTS

- Possession of a valid New Jersey Building Subcode Official license **and** Building Inspector high-rise and hazardous (HHS) license issued by the New Jersey Department of Community Affairs.
 - Possession of a valid Construction Official license issued by the New Jersey Department of Community Affairs is preferred.
 - Three years' experience as a full-time Building HHS inspector.
 - Possession of a valid New Jersey driver's license.
 - Previous Class I plan review experience.
 - Strong customer service skills and the ability to work professionally with municipal officials, contractors and the general public to offer sound and accurate information in a customer focused environment.
 - Strong communication skills.
 - Strong computer skills.
 - Ability to multitask in a busy environment.
 - Experience with SDL is strongly preferred.
 - Additional technical license in another Subcode discipline is preferred.
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SUPPLEMENTAL INFORMATION

- **Authorization to Work:** US citizenship is not required. Selected candidate must be authorized to work in the US according to Department of Homeland Security, US Citizenship and Immigration Services regulations.
 - **Residency Law:** Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all persons newly hired must establish, and then maintain, principal residence in the State of New Jersey.
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HOW TO APPLY

All applicants are required to fully complete and sign an employment application. The employment application is available at https://www.bridgewaternj.gov/wp-content/uploads/2020/01/Bridgewater-Township-employee-application_2019.11.20.pdf.

To apply, submit a resume and a fully completed and signed employment application to personnel@bridgewaternj.gov, no later than 5:00PM on 09/10/2021. **Please put "Building Subcode" in the subject line of the e-mail.**

AN EQUAL OPPORTUNITY EMPLOYER