



THE TOWNSHIP OF BRIDGEWATER

100 COMMONS WAY / BRIDGEWATER, NJ 08807

908/725-6300 / FAX 908/725-3365

JOB POSTING

POSITION TITLE: ELEVATOR SUBCODE OFFICIAL
POSTING DATE: 9/26/2025
CLOSING DATE: 10/3/2025 @ 5:00 pm (Eastern)
JOB TYPE: Full-Time
REPORTS TO: Construction Official
UNION: None
GRADE/SALARY RANGE: Grade N; Minimum \$64,978.70/ Maximum \$107,775.60;
Comprehensive benefits package, including medical, dental and prescription coverage, sick, vacation, and personal leave
WORK HOURS: 9:00 AM – 5:00 PM, Monday - Friday

Under the direction of the Construction Official, the Elevator Subcode Official responsibilities include, but are not limited to, the administration and enforcement of the elevator safety subcode of the New Jersey Uniform Construction Code; review plans, perform the inspection of elevators and devices, witness elevator tests, work with construction projects to ensure compliance with plans and specifications approved in accordance with the New Jersey Uniform Construction Code, respond to inquiries, investigate complaints and violations, and perform other related duties.

QUALIFICATIONS:

- Possession of a valid New Jersey Elevator Subcode Official license **and** Elevator Inspector of High-Rise and Hazardous Structures (HHS) license issued by the New Jersey Department of Community Affairs
- Five years' experience as a full-time Elevator HHS Inspector
- Additional technical or administrative licenses preferred
- Possession of a valid New Jersey driver's license
- Excellent verbal and written communication skills
- Strong customer service skills and must be able to work professionally with municipal officials, contractors and the general public to offer sound and accurate information in a customer-based environment
- Strong computer skills
- Ability to multitask in a busy environment
- Experience with SDL Municipal software

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.

HOW TO APPLY

To apply, submit a resume and completed and signed employment application to personnel@bridgewaternj.gov, no later than 5:00 pm on October 3, 2025. Please put "Elevator Subcode Official" in the subject line of the email. The employment application is available at https://www.bridgewaternj.gov/wp-content/uploads/2023/05/Fillable_Bridgewater-Township-Employee-Application_2023.pdf

AN EQUAL OPPORTUNITY EMPLOYER