



# TOWNSHIP OF CHATHAM

58 Meyersville Road  
 Chatham, New Jersey 07928  
 www.chathamtownship.org

## JOB SPECIFICATION

<b>Title</b>	Subcode Official
<b>Department</b>	Land Use
<b>Type</b>	<input type="checkbox"/> Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/> Temporary <input type="checkbox"/> Seasonal <input type="checkbox"/> Intern
<b>FLSA Status</b>	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt
<b>Bargaining Unit</b>	<input checked="" type="checkbox"/> Not Applicable <input type="checkbox"/> Applicable
<b>Reports to</b>	Construction Official
<b>Supervisory</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Probation Period</b>	180 days

### Summary/Definition

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

### Duties/Responsibilities

- Reviews and approves plans of proposed structures as provided in State Uniform Construction Code regulations for conformity with assigned subcode.
- Has charge of subcode inspection staff and activities concerned in the inspection of construction projects.
- 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 assigned subcode compliance of all new construction and renovation projects.
- Plans, organizes, and assigns the work of the subcode staff and evaluates employee performance and conduct, enabling the effective recommendation of the hiring, firing, promoting, and disciplining of subordinates.
- Gives appropriate assignments, instructions, and supervision to subcode inspectors and clerical employees.
- Inspects and evaluates assigned subcode work in construction projects underway to ensure that all work installed conforms to the requirements of the approved plans and the assigned subcodes, and the regulations of the State Uniform Construction Code.
- Inspects assigned subcode work in existing buildings to ensure that installations meet the minimum health and safety standards incorporated in the regulations for the State Uniform Construction Code.
- Has responsibility in supervising the code compliance for the assigned subcode of all construction and contractors to ensure that required standards are observed in accord with approved plans and specifications.

- Takes the initiative in halting construction work by contractors when and if reasonable standards of workmanship, safety and plans, specifications, and/or legal requirements are not being observed.
- Collects and records permit and other fees, issues permits, and verifies that required prior approvals have been obtained and is responsible for ensuring that these actions are in accord with the regulations for the State Uniform Construction Code.
- 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.
- Issue onsite warnings, citations, and stop work orders in cases of serious violations of the assigned subcode that might endanger the health, safety, and/or welfare of the public or building occupants.
- Prepares recommendations regarding both temporary and final certificates of occupancy.
- Prepares violations reports.
- Testifies in court and in administrative hearings.
- Prepares inspection reports showing the progress of work on each project relative to construction code compliance, weather conditions, and the percentage of the project completed.
- Prepares correspondence as required.
- Maintains and supervises the maintenance of records, reports, and files required to show the details of each project inspected.
- Establishes inspection schedules for subcode inspection staff and ensures that all buildings being constructed or renovated are inspected at critical points during the course of construction as provided for in regulations for the State Uniform Construction Code.
- Identifies and inspects all 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 State Uniform Construction Code and the adopted subcode.
- Serves subpoenas and other legal process notices including notices of violations.
- Coordinates activities of subcode officials in enforcement of provisions of the assigned subcode.
- Prepares and obtains reports.
- Attends meetings and hearings.
- Files court complaints and makes court appearances in various courts of appeal.
- Makes field inspections when problems develop.
- May act as subcode official for any subcode for which qualified to act as such.
- Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the Township, office, or department.
- Perform other related tasks as required.

## **Requirements**

### **Licenses**

- Applicants must possess a valid license as a Subcode Official (HHS Level) issued by the New Jersey Department of Community Affairs.
- Appointees 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/Skills/Abilities**

- Knowledge of the State Uniform Construction Code, assigned subcode, and national codes.
- Knowledge of procedures used in inspecting construction and of checking plans.
- Knowledge of organization and content of the State Uniform Construction Code.
- Knowledge of assigned subcode background, purpose, history, place in local government structure, and relation to construction code enforcement programs at other levels of government.
- Knowledge of classification of structures into class categories.
- Knowledge of the methods of systematic plans analysis.
- Knowledge of identification of information that must be shown on plans to ensure compliance with requirements of the code.
- Knowledge of material requirements found in the code.
- Knowledge of proper installations methods for all approved materials.
- Knowledge of basic inspection report writing including preparation of violation notices and required inspection record keeping.
- Knowledge of office procedures for inspectors including forms and records used and purpose of 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 of applications.
- Knowledge of legal aspects of code enforcement.
- Knowledge of purpose and fundamentals of stop orders, notices of penalty, and court action
- Knowledge of powers and procedures available to deal with hazardous conditions and emergency situations including emergency work orders, bids, and quotations process.
- Knowledge of procedures for processing cases involving condemnations and other violations of the subcode from initiation through final compliance.
- Knowledge of the preparation of case records.
- Knowledge of situations requiring a warrant, and of the process of obtaining and issuing the warrant.
- Knowledge of the administrative hearing process under the State Uniform Construction Code Act.
- Knowledge of legal aspects of the operation of enforcing agencies including legal processes and rules of evidence.
- Knowledge of legal responsibilities of inspection personnel.
- Knowledge of methods of appealing hearing decisions to the court, and of the legal basis of doing so.
- Knowledge of related legislation.
- Ability to supervise the preparation of plans and specifications.
- Ability to review working plans and specifications prepared by others for accuracy and conformity.
- Ability to work harmoniously with property owners, private contractors, and others.
- Ability to make thorough investigations and inspections.
- Ability to issue work permits.
- Ability to prepare clear, sound, accurate, and informative reports.
- Ability to supervise the collection of monies involved in the work.
- Ability to give assignments and instructions to assigned employees.
- Ability to supervise the establishment and maintenance of records and files.
- Ability to establish/maintain cooperative working relationships with local/state government officials, staff members, and the public.
- Ability to evaluate programs and procedures.
- Ability to exercise independent judgment in evaluating situations and in making determinations.
- Ability to organize assigned work and develop effective work methods.
- Ability to prepare and supervise preparation of clear, concise, accurate, and informative reports.
- Ability to analyze and interpret the New Jersey UCC.
- Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

- Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position.

## **Physical Requirements**

- Job frequently requires standing, walking, reaching, talking, hearing, and lifting up to 25 pounds.
- Ability to see information in print and/or electronically.

*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*

*Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.*

*The Township of Chatham is an equal opportunity employer. Applicants for employment are considered without regard to race, creed, color, national origin, nationality, ancestry, sex/gender, affectional or sexual orientation, gender identity or expression, age, marital status, civil union status, domestic partnership status, familial status, religion, atypical heredity cellular or blood trait, genetic information, liability for service in the Armed Forces of the United States or disability.*