

## EMPLOYEE NOTICE JOB POSTING

**JOB TITLE:** Part-Time Fire Subcode Official  
**SALARY:** \$15.91 - \$52.91/hour  
**DEPARTMENT:** Code Department

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**JOB DESCRIPTION:** Reviews applications for buildings and evaluates residential and commercial construction sites for compliance with permitted plans and Local, State, and Federal ordinance and law.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Performs field inspections of all construction work in residential, commercial and industrial buildings for compliance with Uniform Construction Code and other applicable ordinances and laws pertaining to fire safety.
- Reviews all plans and specifications for construction relating to subcodes.
- Prepares and serves violation notices, stop work orders, and unsafe structure notices for construction official
- Prepares reports on inspection results and logs results into computer system
- Notifies local utilities provider of items to be billed for fire service standby fees.
- Interacts with architects, engineers, contractors and applicants to discuss and resolve, if possible, all issues related to building projects
- Attends meetings and training as required
- Assists public by providing information necessary for compliance with the codes and regulations.
- Advise Construction Official of problem areas.
- Performs special requests appropriate to the position of Subcode Official.
- Prepares reports and maintains required records.
- Perform other duties as required to ensure efficient operation of the department.

### **EQUIPMENT USED:**

- Computer
- Calculator
- Fax
- Copier
- Cell Phone
- Code books
- Engineers & Architects scale
- Typewriter
- Miscellaneous protective clothing such as hard hat, gloves, boots, etc.
- Various building/construction inspection tools.
- Township pool vehicle to travel between inspections.
- Other reference material as required.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

### Knowledge of:

- Uniform Construction Code Regulations;
- Fire codes, and residential, commercial and industrial requirements
- department policy and procedure; and
- contemporary office practices and procedures and basic office software products.

### Skills in:

- computer use;
- independent judgment;
- good communication;
- interpersonal and public relations; and
- organization, time management, and multi-tasking.

### Ability to:

- communicate by phone & direct public contact;
- traverse uneven terrain of construction sites;
- climb a ladder, enter a sewer or water trench or excavation, stoop, kneel and or crawl;
- prioritize work & meet required deadlines;
- sit and/or stand for extended periods;
- bend, kneel, stoop or climb;
- lift up to 20 pounds;
- comprehend, interpret relevant Codes, rulings, policies and procedures;
- understand instruction from the Construction Official;
- perform various mathematics computations;
- communicate effectively in English both verbally and in writing;
- comprehend and apply concepts for enhancement and efficiency of department and general operations;
- establish and maintain effective working relationships with individuals, coworkers, other agencies and the public; and
- work with confidential information.

## **MINIMUM QUALIFICATIONS:**

- Fire Subcode and Inspector HHS licenses from the State of New Jersey.
- Possess a high school diploma or GED equivalent.
- Possess valid NJ Driver's License with good driving record.
- Three (3) years' experience as an inspector **or** seven (7) years' experience as a fire fighter or fire inspector with necessary licenses and certifications
- Field experience in building trades: carpentry, masonry, iron worker or other related field.
- Must successfully pass a six-month probation period.
- Must successfully pass a thorough criminal history and background check if not already employed with the Township.