

EMPLOYEE NOTICE JOB POSTING

TITLE: Building Inspector II
SALARY: \$ 64,463-\$115,829 (2022)
CLASSIFICATION #: 19
DEPARTMENT: Code Enforcement

JOB DESCRIPTION:

- The duties for this position are two-fold. Although the title for this position is Building Inspector II, this individual will **also** be a Plan Reviewer.
- This individual will be responsible primarily to inspect building projects encompassing construction, alteration, or repair work for compliance with the NJ Uniform Construction Code, other State and local ordinances within the Township of South Brunswick Code of Laws.
- This individual will review and setup both residential and commercial permit applications for the Building Subcode to verify prior to the correction list or permit being processed.
- The individual will use appropriate inspection procedures as directed by law and the Building Subcode Official and Construction Official.
- All inspection and enforcement decisions are to be made by the inspector in collaboration with the Construction Official and Building Subcode Official in accordance with the law.
- Requires exercise of considerable judgment, initiative and discretion based on Code regulations and general procedures of the department, as directed by the Construction Official.
- This shall include any assignments and requirements issued by the Construction Official as required for completing a project or assignment.
- All work shall be closely reviewed by the Building Subcode Official through daily reports of activities and periodic staff meetings.

ESSENTIAL FUNCTIONS:

- Individual must comply with all provisions of NJAC 5:23 et seq.
- Must perform required office procedures appropriate to the position of Building Inspector as assigned or delegated by the Building Subcode Official or the Construction Official.
- Perform all building inspections as required by the Building Subcode Official and/or Construction Official to ensure compliance with the plans and assuring that the plans are being followed as approved.
- Sign off on all approved inspections or note the reason(s) for failure on the Job Card for the permit.
- Assist the public with the codes and regulations.
- Advise the Building Subcode Official and Construction Official of all problems verbally and in writing if requested.
- Perform special requests appropriate to the position of Building Inspector.
- Prepare reports and maintain required records.
- Perform all related work as required.

MINIMUM REQUIREMENTS/QUALIFICATIONS:

- Possess a High School diploma or GED equivalent.
- Two (2) years experience in construction, design, inspection or supervision in a field of construction currently regulated by the Building Subcode Official.
- Computer skills required.
- **Must possess a Building Inspector RCS and ICS license from the State of NJ.**
- **Possession of HHS, Class I license from the State of NJ would be helpful but not required.**
- Must have a NJ Driver's License with a good driving record.

KNOWLEDGE & ABILITIES:

Ability to:

- maintain a NJ Building Inspectors License;
- take orders and carry them out as directed;
- tactfully communicate by phone and direct public contact;
- refuse gifts, favors or gratuities offered to influence judgment or decisions;
- perform accurate computations and keep appropriate records;
- read, write and speak proper English;
- read and interpret all construction documents from plans to specifications;
- knowledge of basic office procedures;
- work outdoors in all weather conditions;
- climb a ladder; enter a trench or excavation; and
- stoop, kneel and/or crawl, traverse uneven terrain of construction sites.

Must demonstrate independent judgment and good communication skills.

Candidates interested in applying for this position should apply on-line through the Township website.

ALL NEW HIRES MUST BE FULLY VACCINATED WITH THE COVID-19 VACCINE.

South Brunswick is an Equal Opportunity Employer.