

**EMPLOYEE NOTICE
JOB POSTING**

JOB TITLE: Electrical Subcode Official
SALARY: \$70,913 - \$148,419
Classification: 21
DEPARTMENT: Code Enforcement

Job Summary:

Evaluates all new electrical installation work within the Township for compliance with permitted plans and Local, State, and Federal ordinance and law.

Essential Job Functions

1. Performs field inspections of all electrical installations in residential, commercial and industrial buildings for compliance with Uniform Construction Code and other applicable ordinances and laws.
2. Reviews all submitted electrical plans and specifications and approves as applicable.
3. Interacts with local utilities provider to obtain power supply to new construction or as needed for improvements to existing structures.
4. Prepares and serves violation notices, stop work orders, and unsafe structure notices for construction official.
5. Reviews and processes variation requests.
6. Prepares reports on inspection results and logs results into computer system.
7. Interacts with architects, engineers, contractors and applicants to discuss and resolve, if possible, all issues related to building projects.
8. Trains junior staff on all Department processes and policies and advises on technical issues.
9. Reviews work of junior staff for completeness and accuracy.
10. Reviews and processes prototype applications.
11. Responds to requests for information from the general public.
12. Performs inspections when required to maintain office operations.
13. Interacts with other agencies to respond to requests for information, assistance with code enforcement, etc.
14. Computes fees for construction permit applications according to municipal fee code rates

Important Job Functions

1. Attends meetings as required.
2. Performs other duties as required to ensure efficient operation of the department.

MATERIAL AND EQUIPMENT USED:

- Computer
- Typewriter
- Calculator

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- Miscellaneous protective clothing, i.e. – hard hat, gloves, boots, etc.
- Various building/construction inspection tools
- Miscellaneous office automation equipment, i.e. – fax, phone, copier, etc.

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelors degree from an accredited college or university and three (3) years experience as an inspector or seven (7) years experience as an electrician and related certifications and licenses.

License(s) and Certification(s):

- Sub-Code Official License
- HHS License

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge:

- Knowledge of Uniform Construction Code Regulations.
- Knowledge of electrical installation methods and materials.
- Knowledge of Department policy and procedure.
- Knowledge of contemporary office practices and procedures and basic office software products.

Skills:

- Skill in computer use and data entry.
- Skill in interpersonal and public relations.
- Skill in organization, time management, and multi-tasking.

Abilities:

- Ability to perform various mathematics computations.
- Ability to communicate effectively verbally and in writing.
- Ability to comprehend and apply concepts for enhancement and efficiency of department and general operations.
- Ability to establish and maintain effective working relationships with individuals, coworkers, other agencies and the public.
- Ability to work with confidential information.

Physical Abilities:

While performing the essential functions of this job, the incumbent is regularly required to be:

- Physically able to sit for extended periods, keyboard, write, hear and speak.
- Physically able to stand frequently for extended periods.
- Physically able to bend, kneel, stoop or climb.

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- Physically able to lift up to 20 pounds.

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