

**EMPLOYEE NOTICE
REVISED JOB POSTING & JOB DESCRIPTION**

JOB TITLE: Building Subcode Official
DATE POSTED: October 30, 2025
SALARY: \$66,843 - \$139,899
DEPARTMENT: Code Enforcement
CLASSIFICATION: 21

DEFINITION: Review application for buildings and evaluate construction sites for compliance with permitted plans and Local, State and Federal ordinance and law.

ESSENTIAL FUNCTIONS PERFORMED:

- Plan review for Building Subcode/Class 1 agency.
- Assign duties to building inspectors.
- Perform building inspections.
- Attend meetings and answer questions regarding building subcode.
- Review all plans and specifications for construction relating to Building Subcodes as they pertain to New Jersey Uniform Construction Code, Chapter 23, Title 5.
- Assign the day to day activities of building inspectors.
- Dispatch inspections for all building inspectors.
- Prepare and serve violation notices, stop work orders and unsafe structure notices for Construction Official that related to the Building Subcodes.
- Review and process variation requests.
- Prepare reports on inspection results and log results into computer system.
- Interact with architects, engineers, contractors and applicants to discuss and resolve, if possible, all issues related to building projects.
- Train building inspectors on all Department processes and policies and advise on technical issues.
- Review work of building inspectors for completeness and accuracy.
- Respond to requests for information from the general public.
- Interact with other agencies to respond to requests for information, assistance with code enforcement, etc.
- Perform inspections when required to maintain office operations.
- Compute fees for construction permit applications according to municipal fee code rates.
- Attend meetings and training as required.
- Perform other duties as required to ensure efficient operation of the department.

EQUIPMENT USED:

- Computer
- Calculator
- Fax
- Copier
- Cell Phone
- Code books

- 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.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Uniform Construction Code Regulations;
- 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;
- refuse gifts, favors or gratuities offered to influence judgment or decisions;
- 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 REQUIREMENTS:

- 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 in the construction industry and related certifications and licenses.
- RCS, ICS and HHS Building Inspector Licenses.
- Building Subcode License.
- Field experience in building trades: carpentry, masonry, iron worker or other related field.
- Additional requirements for a license to cover building inspectors are shown under paragraph 3, Requirements for a License 5:23-5.5 of the New Jersey Uniform Construction Code, Chapter 23, Title 5.

Employees interested in applying for this position should notify Human Resources in writing by **November 7, 2025**.

South Brunswick is an Equal Opportunity Employer.