



TOWNSHIP OF RANDOLPH

MUNICIPAL BUILDING
MILLBROOK AVENUE • RANDOLPH, NJ 07869

JOB POSTING

Position Title: Building Subcode Official & Inspector

Department: Health & Construction

Posting Date: July 10, 2025 until filled

Position Type: Full-time

Reports to: Construction Official

Hours/Week: 35

POSITION SUMMARY

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

EXAMPLES OF WORK (not all inclusive):

- Reviews and approves plans of proposed structures as provided in the New Jersey Uniform Construction Code regulations for conformity with building and energy subcodes.
- Has final responsibility in the inspection for building and energy subcode compliance of all new construction and renovation projects.
- Inspects, evaluates, and supervises the inspection of construction work in projects underway to ensure that all work installed conforms to the requirements of the approved plans and the building and energy subcodes and the regulations of the New Jersey Uniform Construction Code.
- Supervises code compliance for building and energy subcodes of all construction and contractors to ensure that required standards are observed in accord with approved plans and specifications.
- Halts construction work by contractors when and if reasonable standards of craftsmanship, 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 New Jersey Uniform Construction Code.
- Establishes and maintains cooperative working relationships with architects, engineers, and construction personnel.
- Reviews construction to ensure that all materials, methods, and assemblies conform to the 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.
- Issues site warnings, citations, and stop work orders in cases of serious violations of the adopted subcodes or regulations which might endanger the health, safety, and/or welfare of the public or building occupants.
- Testifies in court and in administrative hearings.
- Prepares correspondence.
- Maintains and supervises the maintenance of records, reports, and files required to show the details of each project inspected.

- Required to learn and utilize various types of electronic and/or manual recording and information systems.

REQUIREMENTS

- **LICENSE:**
 - Valid Building Subcode Official license as a issued by the New Jersey Department of Community Affairs.
 - Valid NJ driver's license.
- **KNOWLEDGE AND ABILITIES, BY LICENSE: CATEGORY**
 - HHS License
 - Knowledge and abilities for an RCS and ICS license *and*
 - Knowledge of advanced structural systems including structural design and analysis techniques necessary to check compliance with the code for the heavily loaded and technically advanced systems which characterizes class I buildings.
 - Knowledge of pile and other foundation systems used to bear very heavy loads.
 - Knowledge of high-rise framing systems including wind load and seismic considerations.
 - Knowledge of the requirements for and the design principles involved in the various types of heating, ventilating, and air conditioning systems found in class I structures with particular emphasis on procedures ensuring adequacy of installation including fire protection requirements for such systems.
 - Ability to carry out the provisions of the Uniform Construction Code as they relate to residential and small commercial structures, industrial and commercial structures, and to high-rise hazardous structures.

COMPENSATION

Salary up to \$95,000/year commensurate with experience.

BENEFITS

Benefits for full time employees include NJ Division of Pensions & Benefits Public Employees Retirement System pension, health insurance, deferred compensation plans, life insurance and other supplemental insurances and paid time off.

For further details regarding benefits and total compensation go to:

www.randolphnj.org/DocumentCenter/View/1336/Randolph-benefits-flyer-new

CONTACT:

Interested and qualified candidates should submit a pre-employment application found on www.randolphnj.org, resume and cover letter to csartain@randolphnj.org.