



POSTING NUMBER: HR26-0119

ISSUE DATE: 8/6/2026

TITLE: Subcode Official - Building

CLOSING DATE: 8/20/2026

DIVISION / OFFICE / UNIT: Codes and Standards / Bureau of Construction Project Review

LOCATION: 101 S. Broad Street, Trenton

SALARY RANGE: P25 \$79,843.57 - \$117,227.97

NUMBER OF POSITIONS: 1

OPEN TO: General Public and/or State Employees

DESCRIPTION OF MAJOR DUTIES:

In the Division of Codes and Standards, Bureau of Construction Project Review, performs reviews of submitted building plans and specifications based on discipline in accordance with the New Jersey Uniform Construction Code (UCC); ensures submitted plans and specifications comply with the UCC; documents items of non-compliance to design professionals of record and owners or owners' representatives within prescribed timeframes; releases compliant plans and specifications for permitting and provides letters of release; provides interpretations of the code in relations to submitted projects as necessary; does other related duties as required.

REQUIREMENTS

(APPLICANTS MUST MEET ALL REQUIREMENTS LISTED BELOW)

EDUCATION/EXPERIENCE: ...

LICENSE: Administrative License: Applicants must possess a valid Subcode Official license in building, electrical, fire protection, plumbing, elevator, amusement rides, or boiler/pressure vessel and refrigeration, issued by the New Jersey Department of Community Affairs, appropriate to the position.

Technical License: Applicants must possess a valid High Rise and Hazardous Specialist (HHS) construction code enforcement license in building, fire protection, electrical, plumbing, elevator, amusement rides, or boiler/pressure vessel and refrigeration, issued by the New Jersey Department of Community Affairs, appropriate to the position.

NOTE: Appointees must continue to complete the continuing education requirements to maintain their Subcode Official license.

NOTE: Appointees must continue to complete the continuing education requirements to maintain their HHS license.

SPECIAL NOTE: Appointees to the Liquefied Petroleum Gas Unit will be required to complete specialized training.

ADDITIONAL NOTES: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

- ☐ A promotable eligible exists within the unit scope
- ☐ A promotional list exists within the unit scope
- ☒ An open competitive list exists

EMPLOYEE BENEFITS: The Department of Community Affairs provides many employee benefits, including but not limited to:

- Alternative Workweek Program*
- Deferred Compensation
- Health, Dental, and Life Insurance
- Flexible and Health Spending Accounts
- Pension
- Telework*
- Public Service Loan Forgiveness
- Benefit Leave (Vacation, Sick, Administrative Leave)
- 13 Paid Holidays

*Pursuant to Department policy, procedures, and/or guidelines

Please submit a resume and any required documents (licenses, certification and/or transcripts) along with a letter of interest, including a phone number, by the closing date to:

Resumes may be mailed to:
New Jersey Department of Community Affairs
Office of Human Resources
HR26-0119
101 South Broad Street
PO Box 800
Trenton, New Jersey 08625

Or

Online application available at: <https://njdcportal.dynamics365portals.us/dca-services/public-job-postings>

Interviews will be granted based on resume

NOTE: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all new public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment. UNLESS OTHERWISE EXEMPTED FROM THE LAW.

The New Jersey Department of Community Affairs is an Equal Opportunity Employer