



State of New Jersey  
DEPARTMENT OF COMMUNITY AFFAIRS

**POSTING NUMBER:** HR25-0015

**ISSUE DATE:** 1/14/2025

**TITLE:** Subcode Official - Hourly Temporary Employment Services  
944 Hours

**CLOSING DATE:** 2/21/2025

**DIVISION / OFFICE / UNIT:** Codes and Standards / Various

**LOCATION:** Field or Office Depending  
on Position

**SALARY RANGE:** \$50.74 Per Hour

**NUMBER OF POSITIONS:** 11

**OPEN TO:** General Public and/or State Employees

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**DESCRIPTION OF MAJOR DUTIES:**

Positions are part-time for a maximum of 944 hours. In the Division of Codes and Standards, performs plan review and/or inspections of ongoing construction projects based on discipline (building, electrical, fire protection, plumbing, elevator, or amusement rides); ensures compliance with model construction codes that are adopted by reference.

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**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.

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

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**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  
HR25-0015  
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*