

# **Township of Manalapan**

## **ADMINISTRATION**

**120 Route 522 • Manalapan, NJ 07726 • 732-446-8308 • Fax 732-446-9615**

**Website: [www.mtnj.org](http://www.mtnj.org)**

Mayor  
JACK MCNABOE

Deputy Mayor  
SUSAN COHEN

Township Committee  
MARY ANN MUSICH  
ERIC NELSON  
ROBERT GREGOWICZ

Township Administrator  
TARA L. LOVRICH



## **POSITION VACANCY**

**POSITION: BUILDING SUBCODE OFFICIAL**

**SALARY RANGE: \$92,350 AFSCME UNION**

**HOURS: 8:30 A.M. TO 4:30 P.M. MONDAY-FRIDAY**

### **QUALIFICATIONS/LICENSE REQUIRED:**

Possession of a valid Building Subcode Official License.

Possession of a valid Building Inspector's License classification of HHS (specialty in High-rise and Hazardous Structures) issued by the New Jersey Department of Community Affairs.

Possession of a valid New Jersey Driver's License.

### **KNOWLEDGE AND ABILITIES:**

Thorough knowledge of the administrative provisions of the New Jersey Uniform Construction Code as they relate to the activities of the office of the Construction Official.

Abilities to work harmoniously with other department staff, municipal officials, private contractors and residents and to supervise/coordinate the activities of diversified personnel.

Ability to prepare clean, concise, accurate and informative reports of inspections and investigation containing findings, conclusions, and recommendations.

Ability to identify and explain relevant local codes, ordinances, and the New Jersey Uniform Construction Code, and to evaluate formats and procedures.

Operating knowledge of computers.

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Knowledge of structural design and analysis techniques necessary to inspect for compliance with the State Uniform Construction Code, particularly with regard to wood framing, light steel and wall bearing systems which include foundations, wall, floor and roof framing systems.

**EXAMPLES OF WORK:**

Examines plans for new construction to ensure compliance with the State of New Jersey Uniform Construction Code and Building Subcode.

May give assignments and instruction to building inspectors and may supervise their performance.

Inspects construction projects, checks quality and amount of work completed and resolves construction problems.

Assists the general public by providing information concerning the requirements and standards in effect as they relate to the State of New Jersey Uniform Construction Code and Building Subcode.

Enforces rules and regulations regarding the Building Subcode and other applicable codes and standards.

Initiates legal action against violators of the Building Subcode.

Maintains a daily log of inspections.

Prepares reports, narratives and correspondence.

Maintains necessary records and files.

Performs related work as required.

**If interested, please contact the Administration office via email [Info@mtnj.org](mailto:Info@mtnj.org) and include your resume.**