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## **Job Specification 05048**

### **BUILDING SUBCODE OFFICIAL**

#### **DEFINITION**

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.

**NOTE:** The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

#### **EXAMPLES OF WORK:**

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 charge of building inspection staff and activities concerned in the inspection of construction projects.

Develops the inspection work program with effective and appropriate procedures, analyzes construction inspection problems, and establishes appropriate work methods.

Has final responsibility in the inspection for building and energy subcode compliance of all new construction and renovation projects.

Supervises the work operations and/or functional programs and has responsibility for effectively recommending the hiring, firing, promoting, demoting, and/or disciplining of employees.

Gives appropriate assignments, instruction, and supervision to building inspectors and clerical employees.

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 workmanship, 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.

Prepares and supervises the preparation of recommendations regarding both temporary and final certificates of occupancy.

Prepares and supervises the preparation of violation reports.

Testifies in court and in administrative hearings.

Prepares inspection reports showing the progress of work on each project relative to construction code compliance, weather conditions, and the percentage of the project completed.

Prepares correspondence.

Maintains and supervises the maintenance of records, reports, and files required to show the details of each project inspected.

Establishes inspection schedules for building inspection staff and ensures that all buildings being constructed or renovated are inspected at critical points during the course of construction as provided for in regulations for the Uniform Construction Code.

Identifies, inspects, and supervises the inspection of the placement of materials being incorporated in the construction and renovation of buildings located within the jurisdiction to ensure that they conform to the approved plans and that they meet the necessary performance standards established in the regulations for the Uniform Construction Code and subcode.

Serves subpoenas and other legal process notices including notices of violations of the Uniform Construction Code and building subcode.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

## **REQUIREMENTS:**

### **LICENSE:**

Applicants must possess a valid license as a Building Subcode Official issued by the New Jersey Department of Community Affairs.

**NOTE:** Applicants must also possess a valid license as a Building Inspector at the appropriate level, residential and commercial (RCS), industrial and commercial (ICS), or high-rise and hazardous (HHS), depending on the class of structure, issued by the New Jersey Department of Community Affairs.

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 essential duties of the position.

**KNOWLEDGE AND ABILITIES:** BY **LICENSE:** CATEGORY

## RCS License

Knowledge of provisions of the Uniform Construction Code.

Knowledge of procedures used in inspecting buildings to determine compliance with the law.

Knowledge of effective means of obtaining and maintaining liaison between municipal authorities and private contractors.

Knowledge of preparing building estimates in accord with current trends.

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

Knowledge of material standards, code, and enforcement requirements related to weatherability and durability of installed construction materials.

Knowledge of fire protection requirements.

Knowledge of inspection tools and test methods.

Knowledge of the organization and content of the Uniform Construction Code.

Knowledge of the preparation of violation notices and prescribed inspection record keeping.

Knowledge of the classification of structures into class categories.

Ability to analyze and interpret the Uniform Construction Code and other laws, rules, regulations, and policies applicable to building.

Ability to carry out provisions of the Uniform Construction Code as they relate to residential and small commercial structures.

Ability to prepare building construction plans and specifications and to review for accuracy and feasibility those prepared by others.

Ability to give suitable assignments and instructions to individuals and groups, provide them with advice and assistance when difficult and unusual problems arise, and check their work to see that proper procedures are followed.

Ability to work harmoniously with other municipal unit heads and with private contractors and architects.

Ability to make thorough investigations and inspections.

Ability to prepare clear, sound, accurate, and informative reports of inspections and investigations containing findings, conclusions, and recommendations.

Ability to keep required records and files.

Ability to prosecute violations of the building code by appearing in court.

## ICS License

The knowledge and abilities for an RCS license plus the following:

Knowledge of requirements of Uniform Construction Code for Class II construction including organization and content of building subcode.

Knowledge of methods of systematic plans analysis.

Knowledge of structural, architectural, mechanical, plumbing, fire protection, and electrical features of buildings which must be shown on plans to ensure compliance with the Uniform Construction Code.

Knowledge of code requirements related to fire divisions in buildings.

Knowledge of design analysis methods needed to ensure that structural and mechanical elements of buildings depicted on plans do in fact conform to code requirements.

Knowledge of field and controlled inspection techniques necessary to ensure that the materials installed at construction site are of same strength and quality as assumed by the design calculations and that they are installed in the manner required to achieve and preserve that strength.

Ability to carry out the provisions of the Uniform Construction Code as they related to residential and small commercial structures and to industrial and commercial structures.

#### HHS License

The knowledge and abilities for an RCS and ICS license plus the following:

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 fire protection system requirements, standards, and design methods for exotic (nonwater) fire suppression system, compartmentation elevator, voice alarm, and other high-rise fire safety systems including material and installation standards and methods for ensuring compliance with those standards.

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.

#### RCS, ICS, and HHS **LICENSE:S**

Knowledge of office procedures for inspectors including form and records used and purpose of each.

Knowledge of methods of establishing proper review and approval of permit applications for compliance with the construction code and applicable laws and ordinances under the jurisdiction of related public agencies including application contents, use of procedure and information sheets for applicants, use of check lists for compliance with applicable ordinances, and processing of applications.

Knowledge of legal aspects of code enforcement.

Knowledge of the purpose and fundamentals of stop orders, notices of penalty, and court action.

Knowledge of powers and procedures available to deal with hazardous conditions and emergency situations including emergency work orders and bids and quotations process.

Knowledge of procedures for processing cases involving condemnations and other violations of the subcode from initiation through final compliance.

Knowledge of preparation of case records.

Knowledge of situations requiring a warrant and process of obtaining and issuing the warranty.

Knowledge of the administrative hearing process under the State Construction Code Act.

Knowledge of legal aspects of the operations of the enforcing agencies including legal processes and rules of evidence.

Knowledge of legal responsibilities of inspection personnel.

Knowledge of methods of appealing hearing decisions to court and legal basis of doing so.

Knowledge of related legislation.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

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This job specification is for local government use only.

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