

# Electrical SubCode Official

Job Status

Open - open and accepting applications

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We are currently seeking an Electrical SubCode Official

**General Statement of Position:** Under the direction of the Construction Official, is responsible for administering the electrical subcode of the State Uniform Construction Code for the Township. Inspects and/or supervises the inspection of electrical work in construction projects underway to ensure that compliance with plans and specifications approved in accord with the State Uniform Construction Code is achieved.

Appointees will be required to possess a valid NJ driver's license. Montgomery Township offers excellent benefits. Hours are 7:00 am - 3:30 pm Salary range: \$83,383 - \$104,129 commensurate with experience.

## **Job Duties and Responsibilities:**

- Reviews and approves plans of proposed structures as provided in the Uniform Construction Code regulations for conformity with the electrical and energy subcode.
- Has the final responsibility in supervising the code compliance for the electrical subcode of all construction and contractors to ensure that required standards are observed in accord with approved plans and specifications
- Develops the inspection work program with effective and appropriate procedures, analyzes construction inspection problems and establishes appropriate work methods
- Gives appropriate assignments, instructions, and supervision to electrical inspectors
- Inspects and evaluates electrical work in construction projects underway to ensure that all work installed conforms to the requirement so the approved plans and the electrical and energy subcodes, and the regulations of the State Uniform Construction Code
- Inspects electrical installation in existing buildings to ensure that installations meet the minimum health and safety standards incorporated in the regulations for the State Uniform Construction Code
- Responsible for supervising the code compliance for electrical and energy subcode of all construction and contractors to ensure that required standard are observed in accord with approved plans and specifications
- Takes initiative in halting construction work by contractor when and if reasonable standard of workmanship, safety and plans, specifications and/or legal requirements are not being observed
- Issues onsite warnings, citations, and stop work orders in cases of serious violations of the electrical or energy code that might endanger the health, safety, and or welfare of the public or building occupants
- 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 State Uniform Construction Code
- Responsible for establishing and maintaining cooperative working relationships with architects, engineers, and constructions supervisors.
- Reviews construction to ensure that all materials, methods and assemblies conform to standards referenced by the code and manufactures installation directions as well as other matters not shown in a set of plans but required for conformity with the code
- Identifies and inspects all materials being incorporated in the electrical construction and renovation of buildings located within the Township to ensure that they conform to the approved plans and that they meet the necessary performance standards established in the regulations for the State Uniform Construction Code and the adopted subcode
- Prepares recommendations regarding both temporary and final certificates of occupancy
- Attends meetings, testifies in court and in administrative hearings as required in the regulations
- Assists the construction official in the preparation of all reports required in the regulations
- Perform spot checks when required
- Completes daily log of all inspections, provides information and schedules inspections

## **Required Key Technical Skills and Knowledge:**

- New Jersey Uniform Construction Code regulations;
- Electrical installation methods and materials;
- Basic understanding of normal office work programs including MS Office Suite
- Knowledge of advanced electrical systems design
- Knowledge of office procedures for inspectors including forms and records used and purpose of each

## **Competencies:**

- **Customer Service** - Strong interpersonal and public relations skills – able to establish and maintain effective working relationships with individuals, coworkers, other agencies and the public
- **Planning & Organizing** - Organizational, time management and multi-tasking skills – able to prioritize work and meet required deadlines;
- **Decision Making** - Ability to work with limited supervision and use independent judgement;
- **Communication** - Strong communication skills – able to communicate by phone, email and direct public contact;
- **Work Standards** - Ability to comprehend and interpret relevant Codes, rulings, policies and procedures;
- **Work Standards** - Ability to perform various mathematical computations;

**Required Education, Certification, License:**

- High School Diploma or GED equivalent
- ICS & HHS licenses
- Electrical Sub-Code license

**Desired Education, Certification, License:**

- College coursework or degree in related field

**Key Experiences Desired:**

☒ **Customer Service  
Marketing**

☐

☐ **Finance**

☐ **Technology**

☒ **Communication, Negotiation, Presentation  
Planning**

☒ **Project Management &**

☐ **Sales  
Teambuilding**

☒ **Leadership,**

☒ **Problem Solving  
specify:**

☐ **Other Please**

**Physical Requirements:**

- Ability to traverse uneven terrain of construction sites;
- Ability to sit and/or stand for extended periods of time;
- Ability to bend, stoop, kneel or climb;
- Ability to lift up to 20 pounds;
- Ability to use a ladder, climb or balance; stoop, kneel, crouch or crawl; and smell
- Vision and hearing adequate to perform essential job functions;
- Ability to speak clearly

**Additional Requirements:**

- Effective 9/1/11, all employees of State and local government must reside in the State of NJ, unless exempted.
- Must have a valid NJ Driver's License.

To apply please submit letter of interest and resume to ltroisi [at] montgomerynj.gov EOE

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