



## **DIVISION OF PERSONNEL**

### **JOB POSTING**

**May 16, 2023**

**DEPARTMENT/ DIVISION:** COMMUNITY DEVELOPMENT- CONSTRUCTION & INSPECTIONS

**TITLE:** PER DIEM BUILDING, PLUMBING & ELECTRICAL INSPECTORS

**STATUS:** OPEN TO THE PUBLIC

This is to advise that the positions of per diem Building, Plumbing and Electrical Inspectors are now available in the division of Construction & Inspections. The Job Description and Qualifications are as follows:

#### **QUALIFICATIONS:**

- Ability to read, write, and speak English sufficiently to perform the duties of this position.
- Must possess a valid New Jersey Driver's License and periodically submit to examination of same by the Township Administrator or his/her designee.
- High School Diploma or equivalency.
- Associate degree in the Engineering Field or a related field of study, such as, but not limited to, Construction Technology, is desirable.
- Ability to work effectively and harmoniously with other governmental, public, and private agencies and other employees.
- Ability to understand, remember, and carry out oral and written directions and instructions.
- Ability to prepare and present clear, concise and accurate reports containing findings.
- Knowledge and ability to operate within federal, state, county, and local laws.
- Ability to analyze and interpret Code data and to investigate violations of the code.
- Ability to read plans and ability to observe physical construction to determine code compliance in a class one municipality.
- Minimum of 5 years full time experience in (Building/or Electrical / or Plumbing) Subcode Construction Inspection within flood hazard zones.

#### **Building:**

- Possession of a valid R.C.S. (Building Inspector) License issued by the Department of Community Affairs, State of New Jersey and or a valid I.C.S.

#### **Plumbing:**

- Possession of a valid H.H.S. (Plumbing Inspector) License issued by the Department of Community Affairs, State of New Jersey and/or a valid I.C.S.

#### **Electrical:**

- Possession of a valid H.H.S. (Electrical Inspector) License issued by the Department of Community Affairs, State of New Jersey and/or valid I.C.S.

## **JOB FUNCTIONS AND DUTIES:**

- Under direction of the Subcode Official and the Construction Official, has the construction inspection and investigation responsibility for the (Building/or Electrical / or Plumbing) Subcode of the State Uniform Construction Code within the Township of Toms River; inspects construction projects underway to ensure compliance with approved plans and specifications approved in accordance with State Uniform Construction Code is achieved; does related work as required by the Subcode Official and Construction Official.
- Follows the inspection work program with effective and appropriate procedures, analyzes construction inspection problems.
- Conducts all required inspections for (Building/or Electrical / or Plumbing) Subcode compliance of all new construction and renovations projects and notifies the Subcode Official so that the Construction Official may issue a Certificate of Occupancy.
- Establishes and maintains cooperative working relationships with architects, engineers, and construction personnel as required.
- Records all inspections and investigations including time log daily.
- Testifies in Court and administrative hearings.
- Comply with time limitations as determined by the Subcode Official and Construction Official.
- Assist the Subcode Official and Construction Official in the preparation of all records required by regulations and Township of Toms River Policy.
- As may be required, serves notices including notices of violations of the Uniform Construction Code.
- Performs all other functions and duties as required by immediate supervisor and governing body.
- Persons with mental or physical disabilities are eligible as long as they can perform 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, or if the individual cannot perform the job without posing a serious threat of injury to the health and safety of the individual himself or to the other employees or the public.

**Note:** The definitions and 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.

**Salary:** \$30.00 - \$37.00/ hr