



BERNARDS TOWNSHIP JOB POSTING

POSTING DATE: June 2, 2011

APPLICATION DEADLINE: June 16, 2011 or until position is filled

DATE POSITION WILL BECOME AVAILABLE: Immediate

POSITION: Electrical Sub Code Official/Inspector - P/T

POSITION TYPE: Regular DEPARTMENT: CONSTRUCTION

POSITION REPORTS TO: Construction Official

HOURS/WEEK: 32 OVERTIME STATUS: NON-EXEMPT (eligible for O/T)

GRADE LEVEL: 9 SALARY RANGE: \$22.95 - \$38.26 DOQ

UNION REPRESENTATION: Not Applicable

PRINCIPAL DUTIES: Reviews and approves applications and plans of proposed structures as provided in State Uniform Construction Code regulations for conformity with electrical and energy sub codes. Inspects and evaluates electrical work in construction projects underway to ensure that all work installed conforms to the requirements of the approved plans and the electrical and energy sub codes, and the regulations of the State Uniform Construction Code. Inspects electrical installations in existing buildings to ensure that installations meet the minimum health and safety standards incorporated in the regulations for the State Uniform Construction Code. Takes the initiative in halting construction work by contractors when and if reasonable standards of workmanship, safety and plans, specifications and/or legal requirements are not being observed. Issues onsite warnings, citations, and stop work orders as necessary. Testifies in court and in administrative hearings. Receives and acts on complains in regard to defective workmanship. Performs related tasks as required.

REQUIREMENTS: Thorough knowledge of the State Uniform Construction Code. Thorough knowledge of procedures used in inspecting electrical installations and appliances and of checking electrical plans. Ability to read and interpret plans, specifications and blueprints of ordinary complexity quickly and accurately and to compare them with construction in process. Thorough knowledge of possible defects and faults in electrical wiring and appliances and of standard testing devices and effective corrective measures. Thorough knowledge of Township laws relating to electrical appliances and installations of National Electric Code standards. Ability to detect and locate defective electrical wiring and construction or installation. Ability to maintain cooperative relations with contractors, the general public, township officials and co-workers. Ability to use firmness and tact in enforcing electrical ordinances and codes. Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. General knowledge of the use of computer programs utilized in Construction Code administration and Township business. Ability to identify information that must be shown on plans to ensure compliance with requirements of the code. Knowledge of basic inspection report writing including preparation of violation notices and required inspection record keeping. Ability to work in outside weather conditions exposed to heat, cold, wet or humid conditions. Nature of work requires exposure to construction site locations and hazards of same.

EDUCATION & EXPERIENCE: Any combination of education and experience equivalent to graduation from high school and extensive experience in the installation, repair, maintenance and inspection of electrical systems. Possession of a valid appropriate Electrical Sub Code Official and

Inspector license issued by the State of New Jersey. Possession of a valid New Jersey driver's license.

CONTACT: Provide a cover letter and resume to Kris Roser, One Collyer Lane, Basking Ridge, NJ 07920 via fax 908-204-3015 or email at kroser@bernards.org

Equal Opportunity Employer