

Part-Time Building Subcode Official (HHS Licensed)

Oceanport Construction Department, Oceanport, NJ

The Borough of Oceanport is looking for a qualified and highly motivated Part-Time Building Subcode Official to join our Construction Department. Our borough offers a dynamic environment with a diverse mix of residential, commercial, and unique redevelopment projects, including those at the former Fort Monmouth. This is a great opportunity for a professional who wants to help keep our community safe and growing, all on a flexible schedule.

Responsibilities

As a Building Subcode Official, you'll be responsible for:

- Reviewing plans and conducting inspections to ensure compliance with the Uniform Construction Code (UCC) and all adopted New Jersey codes.
- Interpreting and enforcing building codes, regulations, and local ordinances.
- Working closely with other subcode officials, contractors, homeowners, and design professionals.
- Keeping accurate records of inspections, permits, and all related documentation.
- Answering questions and providing technical help to the public about construction codes and procedures.
- Issuing violation notices and stop-work orders when necessary.
- Attending departmental meetings and training as required.

Qualifications

To be considered for this role, you'll need:

- A valid **New Jersey Department of Community Affairs (DCA) Building HHS (High-Rise and Hazardous Structures) and Building Subcode Official license.**
- A minimum of **5 years of experience as a municipal** building inspector or subcode official.
- **Certified Floodplain Manager (CFM) designation is preferred due to our coastal location.**
- Thorough knowledge of the New Jersey Uniform Construction Code (UCC) and all applicable subcodes.
- Strong organizational skills and a keen eye for detail.
- Excellent written and verbal communication skills.

- The ability to work independently and as part of a team.
- Proficiency in using computer software for record-keeping and communication.
- A valid New Jersey Driver's License.

Hours & Salary

This is a part-time position, with approximately **20-25 hours per week**. There is also the **potential for full-time work in the future** should there be an increase in workload. The schedule will be determined upon hire, with some flexibility available. Salary will be competitive and commensurate with experience and qualifications (DOQ/E). Please state your salary requirements in your cover letter.

To Apply

Please send your **cover letter and resume by August 22, 2025**, to Michael Thulen Jr. at Constructionofficial@OceanportBoro.com or mail them to:

Borough of Oceanport
Construction Department
910 Oceanport Way
Oceanport, NJ 07757

The application deadline is Open until filled.

The Borough of Oceanport is an Equal Opportunity Employer.