

Telephone  
(609) 597-1000 Ext. 8559  
Fax  
(609) 242-1622

♦ **TOWNSHIP OF STAFFORD** ♦  
**OCEAN COUNTY**  
260 EAST BAY AVE • MANAHAWKIN, NJ • 08050-3329

Greg Myhre  
Mayor



**J O B   N O T I C E**  
**STAFFORD TOWNSHIP**

**POSTING OF JOB VACANCY SEPTEMBER 14, 2023**

**ATTENTION:**                      **All Qualified Individuals**

**Department:**                      Building Department

**Position:**                              **Plumbing Subcode Official (Full Time)**

**Date of Availability:**              Immediate

All interested parties must submit a letter of interest, a resume including a listing of qualifications to perform the job, as well as a Township of Stafford Employment Application to Rachel Giolitto, Deputy Township Administrator via email at [rgiolitto@staffordnj.gov](mailto:rgiolitto@staffordnj.gov) by 4:00 p.m. on Wednesday September 27, 2023. The Township Administrator and Construction/Zoning Official will make a final determination of the qualifications of the individuals responding, and will interview only those individuals deemed to be qualified. A copy of the job description for the position is available in the Township Clerk's Office.

Please be advised that in all cases, however, the Township reserves the right to make the final determination on an applicant's qualifications and suitability to the position. The Township of Stafford reserves the right to reject any and all requests for transfer or assignment and to publicly advertise for this position.

The Township of Stafford is an equal opportunity employer.

  
\_\_\_\_\_  
MATTHEW VON DER HAYDEN  
Township Administrator

Mv/reg  
Attachment

Telephone  
(609) 597-1000 Ext. 8559  
Fax  
(609) 242-1622

# ◆ TOWNSHIP OF STAFFORD ◆

OCEAN COUNTY  
260 EAST BAY AVE • MANAHAWKIN, NJ • 08050-3329

Greg Myhre  
Mayor



## TOWNSHIP OF STAFFORD JOB DESCRIPTION

**AS OF:** February 24, 2023

**JOB TITLE:** Plumbing Subcode Official

**DEPARTMENT:** Building

**REPORTS TO:** Construction Official

**SCHEDULE:** 7:30 a.m. to 3:30 p.m., Monday through Friday or other hours as specified by the Construction Official.

### ESSENTIAL FUNCTIONS OF THE POSITION:

1. The Plumbing Subcode Official shall conduct plan reviews, perform inspections, and enforce the provisions of the State of New Jersey Uniform Construction Code pertaining to Plumbing/Mechanical/Housing Inspector in accordance with N.J.A.C. 5:23-3. The Plumbing/Mechanical/Housing Inspector shall make decisions with respect to plumbing, mechanical and housing inspection issues as necessary.
2. He/she shall keep accurate records of inspections and other matters pertaining to his/her area of responsibility.
3. He/she shall render to the Construction Official such reports, recommendations, drawings or other documents as may be required, at regular stated intervals or on special request therefor.
4. Other duties as assigned by the Construction Official or Township Administrator.

### QUALIFICATIONS FOR THE POSITION:

1. State of New Jersey license certification as a Plumbing Inspector HHS and administrative license of Plumbing Subcode Official pursuant to NJAC 5:23-5.7.
2. The ability to read, write, speak and understand the English language sufficiently to perform the essential functions of the position as listed above.

3. The ability to act courteously and respectfully with the public.
4. Ability to assign and supervise work performance of assigned employees.
5. Detailed knowledge of the State of New Jersey Uniform Construction Code, Township of Stafford ordinances, rules, regulations and procedures relating to the operations of the Department of Building Inspection.
6. Knowledge of the preparation of the clear, sound, accurate, and informative reports.
7. Knowledge of the establishment and maintenance of needed records and files.
8. Ability to avoid public resentment, develop public good will and inform the public.
9. Any additional certificates or licenses deemed necessary by State, County, Local, or administrative mandate. (State certificate required.)
10. Thorough knowledge of construction and site work.
11. Must have a working knowledge of zoning issues. Position involves interaction with the Zoning Officer and Code Enforcement Officers.
12. Working knowledge of the court system and Construction Board of Appeals for filing and follow up of plumbing code violations.
13. Ability to read blue prints and mathematical skills as it pertains to the position.
14. Four years municipal experience or related experience in a similar field.

**PHYSICAL DEMANDS OF THE POSITION:**

This is a description of the way the job is to be performed; it does not preclude the potential for accommodation.

**OVERALL STRENGTH DEMANDS: MEDIUM**

**Physical Demands:**

- |                                 |  |
|---------------------------------|--|
| 1. <i>Vision:</i>               | Most tasks.  |
| 2. <i>Sitting:</i>              | Meet with public and employees.  |
| 3. <i>Hearing:</i>              | For communicating with the public and other employees.                                   |
| 4. <i>Fine Dexterity:</i>       | Daily inspections and inputting information into computers, typewriters and calculators. |
| 5. <i>Handling:</i>             | Construction plans and blueprints.   |
| 6. <i>Lifting and Carrying:</i> | Lifting and carrying various supplies.   |
| 7. <i>Bending and Twisting:</i> | Inspecting sites.  |
| 8. <i>Standing/Walking:</i>     | Inspecting sites and complaints.   |
| 9. <i>Talking:</i>              | Communicating with employees and the public.   |
| 10. <i>Pushing/Pulling:</i>     | Retrieving information from file drawers.  |

11. *Crouching/Bending:* Site inspections.  
12. *Balancing:*  
13. *Reaching:* Retrieving items from shelves.

**ENVIRONMENTAL FACTORS:**

|                             |          |                              |          |
|-----------------------------|----------|------------------------------|----------|
| <b>Extreme Heat</b>         | <b>O</b> | <b>Change in Temperature</b> | <b>F</b> |
| <b>Extreme Cold</b>         | <b>O</b> | <b>Wetness / Humidity</b>    | <b>F</b> |
| <b>Noise</b>                | <b>O</b> | <b>Potential Phys. Abuse</b> | <b>R</b> |
| <b>Fumes/Gases</b>          | <b>O</b> | <b>Chemical Contact</b>      | <b>R</b> |
| <b>Dangerous Conditions</b> | <b>O</b> | <b>Dust</b>                  | <b>O</b> |
| <b>Vibration</b>            | <b>O</b> |                              |          |

**FULL-TIME PLUMBING SUBCODE OFFICIAL – STAFFORD TOWNSHIP, Ocean County.** The Township of Stafford is seeking a Full-Time Plumbing Subcode Official for immediate hire. Job duties include but are not limited to conduct plan reviews, perform inspections, and enforce the provisions of the State of New Jersey Uniform Construction Code pertaining to construction and installation of plumbing and mechanical facilities in accordance with N.J.A.C. 5:23-3. The Plumbing Subcode Official, under the supervision of the Construction Official shall make decisions with respect to plumbing inspection and code compliance issues as necessary. Must hold a State of New Jersey license certification as a Plumbing Inspector (HHS), and administrative license as a Plumbing Subcode Official pursuant to NJAC 5:23-5.7. Salary range \$75,000 - \$90,000 commensurate with experience. Preference will be given to multiple licensed individuals. All interested parties should send a cover letter and resume to Stafford Township Administrator, Matthew von der Hayden, [mvonderhayden@staffordnj.gov](mailto:mvonderhayden@staffordnj.gov).