

## **PLUMBING SUBCODE OFFICIAL**

### **DEFINITION**

Under direction of the Construction Official, has the subordinate administrative responsibility for administering the plumbing sub-code of the State Uniform Construction Code, and inspects and/or supervises the inspection of plumbing work in construction projects underway to ensure that compliance with plans and specifications approved in accord with the State Uniform Construction Code is achieved; does related work as required.

**NOTE:** The 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.

### **EXAMPLES OF WORK:**

Reviews and approves plans of proposed structures as provided in State Uniform Construction Code regulations for conformity with plumbing and energy sub-codes.

Has charge of plumbing inspection staff and activities concerned in the inspection of construction projects.

Develops the inspection work program with effective and appropriate procedures, analyses construction inspection problems, and establishes appropriate work methods.

Has final responsibility in the inspection for plumbing and energy sub-code compliance of all new construction and renovation projects.

Plans, organizes, and assigns the work of the organizational unit and evaluates employee performance and conduct, enabling the effective recommendation of the hiring, firing, promoting, and disciplining of subordinates.

Provides appropriate assignments, instruction, and supervision to plumbing inspectors and clerical employees.

Inspects and evaluates plumbing work in construction projects underway to ensure that all work installed conforms to the requirements of the approved plans and the plumbing and energy sub-codes, and the regulations of the State Uniform Construction Code.

Inspects plumbing 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 and relevant sanitary and public health laws.

Responsibility for supervising the code compliance for plumbing and energy sub-code of all construction and contractors to ensure that required standards are observed in accord with approved plans and specifications.

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.

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 regulations for the State Uniform Construction Code.

Responsible for establishing and maintaining cooperative working relationships with architects, engineers, and construction supervisors.

Reviews construction to ensure that all materials, methods, and assemblies conform to standards referenced by the code and manufacturers' installation directions as well as other matters not shown in a set of plans but required for conformity with the code.

Issues onsite warning, citations, and stop work orders in cases of serious violations of the plumbing or energy sub-code which might endanger the health, safety, and/or welfare of the public or building occupants.

Prepares recommendations regarding both temporary and final certificates of occupancy.

Prepares violations reports.

Testifies in court and in administrative hearings.

Prepares inspection reports showing the progress of work on each project relative to construction code compliance, weather conditions, and the percentage of the project completed.

Prepares correspondence.

Maintains and supervises the maintenance of the records, reports, and files required to show the details of each project inspected.

Establishes inspection schedules for plumbing inspection staff and ensures that all buildings being constructed or renovated are inspected at critical points during the course of construction as provided for in regulations for the State Uniform Construction Code.

Identifies and inspects all materials being incorporated in the plumbing construction and renovation of buildings located within the jurisdiction 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 sub-code.

Serves subpoenas and other legal process notices including notices of violations.

Will be required to learn to utilize various types of electronic and/or manual recording and computerized information systems used by the agency, office, or related units.

## **REQUIREMENTS:**

### **LICENSE:**

Applicants must possess a valid license as a Plumbing Sub-code Official issued by the New Jersey Department of Community Affairs.

**NOTE:** Applicants must also possess a valid license as a Plumbing Inspector at the appropriate level, industrial and commercial (ICS), or high rise and hazardous (HHS), depending on the class of structure, issued by the New Jersey Department of Community Affairs.

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

### **KNOWLEDGE AND ABILITIES:**

#### **ICS License:**

Knowledge of problems and procedures involved in plumbing inspection work involved in the enforcement of relevant public health laws and, as far as practical, of the broad field of public health.

Knowledge of design and analysis techniques needed to ensure compliance of inbuilding water drainage systems with requirements of the code.

Knowledge of plumbing installation testing methods required to be employed by the code and proper application.

Knowledge of methods of construction, location, and operation of onsite sewage disposal systems, small sewage disposal plants, and private water supply systems.

Knowledge of organization, content, and regulations of the State Uniform Construction Code.

Knowledge of organization and content of the plumbing subcode.

Knowledge of basic classification of structures into class types.

Knowledge of plumbing subcode's background, purpose, history, and place in local government, and relation to construction code enforcement programs at other levels of government.

Knowledge of plan reading sufficient to permit an understanding of the process and to perform the duties of the position.

Knowledge of material standards in the code and methods by which those standards are developed.

Knowledge of installation methods and practices required to ensure that all approved materials including joints, conductors, traps, and cleanouts and structural support requirements are installed properly.

Knowledge of plumbing fitting and fixture requirements.

Knowledge of basic inspection report writing including the preparation of violation notices and required record keeping.

**HHS License:**

The knowledge and abilities for an ICS license plus knowledge of plumbing system design component which will ensure the technical competence necessary to check the systems design and installation for the large and complex systems which characterize class I buildings including pumps, pressure tanks, and other such plumbing installation required.

**ICS and HHS License:**

Knowledge of office procedures for inspectors including forms and records used and purpose of each.

Knowledge of methods of establishing proper review and approval of permit applications for compliance with the construction code and applicable laws and regulations including application contents, use of procedure and information sheets for applicants, use of check lists for compliance with applicable ordinances, and processing of applications.

Knowledge of legal aspects of code enforcement.

Knowledge of purpose and fundamentals of stop orders, notices of penalty, and court action.

Knowledge of powers and procedures available to deal with hazardous conditions and emergency situations including emergency work orders, bids, and quotations process.

Knowledge of procedures for processing cases involving condemnations and other violations of the subcode from initiation through final compliance.

Knowledge of the preparation of case records.

Knowledge of situations requiring a warrant, and of the process of obtaining and issuing the warrant.

Knowledge of the administrative hearing process under the State Uniform Construction Code Act

Knowledge of legal aspects of the operations of enforcing agencies including legal processes and rules of evidence.

Knowledge of legal responsibilities of inspection personnel.

Knowledge of methods of appealing hearing decisions to the court, and of the legal basis of doing so.

Knowledge of related legislation.

Ability to interpret the State Uniform Construction Code and applicable New Jersey Health Law and Code and apply them to specific cases.

Ability to ensure that all fittings and fixtures installed conform to the requirement of the State Uniform Construction Code.

Ability to analyze plumbing inspection problems.

Ability to organize assigned supervisory and other work and develop effective work methods.

Ability to develop a suitable work program and working procedures for a group of plumbing inspectors.

Ability to provide assignments and instruction to assigned employees.

Ability to work harmoniously with concerned persons.

Ability to establish and maintain proper relationships with business proprietors, contractors, housekeepers, and others interested and/or concerned with the maintenance of public health standards.

Ability to take a firm and correct stand when needed.

Ability to prepare reports.

Ability to act as a convincing witness in court and to supervise the establishment and maintenance of essential records and files.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the 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.