

Township of Verona
Office of the Township Manager
Municipal Building
600 Bloomfield Avenue
Verona, NJ 07044
973-857-4767



JobOpportunities@VeronaNJ.org
Website: www.VeronaNJ.org

CAREER OPPORTUNITY

TITLE: BUILDING SUBCODE OFFICIAL
LOCATION: Verona Community Center
TITLE CODE: 05048 Building Subcode Official

ISSUE DATE: 10/6/2025 **CLOSING DATE:** 10/20/2025
EMPLOYMENT TYPE: Part Time or Full Time
SALARY: Full Time - \$76,787 - \$91,813 Part Time - \$50/hr

BUILDING SUBCODE OFFICIAL

Under direction of the Construction Official, has the administrative responsibility for administering the Building Subcode of the State Uniform Construction Code within the Township of Verona and the Borough of Roseland through a shared-services agreement.

RESPONSIBILITIES

- Review and approve construction plans
- Conduct inspections
- Prepare and oversee violation notices
- Issue site warnings and stop work orders when necessary
- Make recommendations for Temporary or Final Certificates of Occupancy

LICENSE AND EXPERIENCE:

Applicants must possess a valid Building Subcode Official license, multiple licenses are preferred, and a Building Inspector HHS issued by the New Jersey Department of Community Affairs. Applicants must also possess a driver's license valid in the State of New Jersey.

Applicants must have a minimum of three years of experience as a Building Subcode Official or similar role as well as five years of experience in the Construction field.

Interested candidates shall submit a cover letter and resume along with a completed Verona Pre-Employment Application available at <https://www.veronanj.org/jobs>, to the Office of the Township Manager, 600 Bloomfield Avenue, Verona, New Jersey 07044 or via email at jobopportunities@veronanj.org no later than the Closing Date listed above with Building Subcode Official listed in the subject line. The Township reserves the right to begin the interview process before the Closing Date of this announcement.