

CITY OF HACKENSACK

JOB OPENING ANNOUNCEMENT

Title: Electrical Subcode Official

Department:	Building, Housing, Land Use	Salary Range:	\$65,000-\$88,000
Date Posted:	10/31/2025	Position:	Full-Time, Non-Contractual
Post Expires:	Until filled	Shift:	Monday-Friday 8am-4pm

Application Process:

Please email a copy of your resume to Cassandra Seshadri, Personnel Director, at apply@hackensack.org

Job Description

ROLES AND RESPONSIBILITIES

Under direction of the Construction Official, reviews plans and performs electrical inspection work to enforce the State Uniform Construction Code, the electrical subcode, and regulations adopted pursuant to the Uniform Construction Code Act; does other related work.

- Must be able to inspect and evaluate electrical work on construction projects.
- Must be able to inspect and or/ supervise inspection of electrical installations in existing buildings for conformance with the minimum safety standards incorporated in the regulations of the Uniform Code and relevant laws within the jurisdiction.
- May establish inspection schedules for subordinates.
- Prepare reports and maintain records and files.
- May perform other similar duties as needed.

EXPERIENCE AND EDUCATION REQUIREMENTS

LICENSE AND CERTIFICATIONS:

Appointees will be required to possess a valid New Jersey driver's license.

Must have a valid license as an Electrical Inspector of the appropriate level, and as an Electrical Subcode Official from NJ Department of Community Affairs (HHS license required).

REQUIRED SKILLS AND ABILITIES (INCLUDED BUT NOT LIMITED TO)

- Knowledge of office procedures for inspectors including forms and records utilized and their purposes.
- Knowledge of how to properly review and approve permit applications to comply with the construction code and applicable laws including application contents, use of procedure and information sheets for applicants, use of check lists for compliance with applicable regulations, and processing of applications.
- Knowledge of stop orders, notices of penalty, and court proceedings.
- Ability to learn various types of electronic and/or manual recording and information systems used by the agency.

This is a full-time, non-contractual position which includes health benefits, generous PTO, and enrollment in the State Pension Plan upon permanent appointment.

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