

Job Title: Technical Assistant to the Construction Official
Department: Building, Planning and Zoning
Reports To: Construction Official



Job Summary:

Under direction, provides technical assistance in the issuance of construction permits to ensure compliance with the provisions of the New Jersey Uniform Construction Code and model codes.

Key Responsibilities:

- Review applications for construction permits to ensure all necessary information and documents are included and request additional information as instructed or directed by the appropriate Sub-Code or Construction official.
- Issue construction permits after approval and authorization have been granted by the appropriate Sub-Code official.
- Aid the public by providing information of a technical nature concerning the requirements and standards relating to the Uniform Construction Code.
- Calculate routine fees, collect fees and penalties as directed by Sub-Code and/or Construction Official and issues receipts.
- Determine and request prior approvals and plan review in accordance with the Uniform Construction Code.
- Determine the type of certificate required at job conclusion.
- Consult with solicitors, architects, owners, and contractors on compliance problems.
- Review inspection logs for overdue inspections and may take appropriate action for non-compliance according to Uniform Construction Code regulations.
- Gather information and data to answer inquiries and to prepare reports.
- Maintain and schedule inspection logs for all subcodes.
- Monitor plan review deadlines.
- Provide a variety of code services to the public in one or more functional areas.
- Prepare reports, narratives, and correspondence.
- Maintain records and files.
- Provide support and technical assistance to building department and fire prevention bureau staff; may provide guidance to clerical staff.
- Knowledge of provisions of the New Jersey Uniform Construction Code as they relate to the activities of the office of the local construction official.
- Establish and maintain cooperative working relationships with local and state government officials, staff members, and the public.
- Review applications and other documents for completeness and accuracy.
- Provide support, technical assistance, and guidance to appropriate levels of professional and clerical staff.
- Ability to read and interpret laws, rules and regulations and apply them to specific situations.

Minimum Qualifications:

- Minimum of 2 years' experience in work involving the processing review and issuance of construction permits.
- Posses a valid New Jersey Uniform Construction Code Certification as a Technical Assistant to the Construction Official issued by the Department of Community Affairs.
- Approachable, visible, and available to both internal staff and community at large.
- Possess outstanding customer service skills, customer focused.
- Solid time management and project management skills.
- Excellent presentation skills.
- Ability to communicate orally and in writing.
- Impeccable attention to detail.
- Capable of working under pressure and meeting strict deadlines.
- Ability to prioritize work to accommodate changing demands.
- Possess excellent organizational skills.
- Self-motivated and ability to learn quickly.
- Proficient in Microsoft Office applications.
- Knowledge of Spatial Data Logic is preferred.

Supervisory Responsibilities:

- This position does not have supervisory responsibility.