

**TECHNICAL ASSISTANT TO THE CONSTRUCTION OFFICIAL, PT** – Somers Point is seeking a **Certified** Technical Assistant. Approx. 20-30 hrs. per week. PT, temporary but may become permanent PT. Immediate opening. Must have at least 2 years of experience in work involving the processing, review and issuance of construction permits, be organized, proficient in word/excel, and be customer service oriented. \$10-\$15/hr., DOQ; no benefits. Applications and a job description are available by contacting the Construction Official at the address below, or at the Employment Opportunities link of the City's website: [www.somerspointgov.org](http://www.somerspointgov.org). Submit a completed application and resume, including a copy of your certification to Jim McBrien, Construction Official, 1 W. New Jersey Avenue, Somers Point, New Jersey 08244 no later than 2/20/2018. Somers Point is an Equal Opportunity Employer.

New Jersey Civil Service Commission Job Specification 05193

## **TECHNICAL ASSISTANT TO THE CONSTRUCTION OFFICIAL**

### **DEFINITION**

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; does other related duties.

**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 applications for construction permits to ensure all necessary information and documents are included and requests additional information as instructed or directed by the appropriate Sub-Code or Construction official.

Issues construction permits after approval and authorization have been granted by the appropriate Sub-Code official.

Aids the general public by providing information of a technical nature concerning the requirements and standards relating to the Uniform Construction Code.

Calculates routine fees, collects fees and penalties as directed by Sub-Code and/or Construction Official and issues receipts.

Determines and requests prior approvals and plan review in accordance with the Uniform Construction Code.

Determines the type of certificate required at job conclusion.

Consults with solicitors, architects, owners, and contractors on compliance problems.

Reviews inspection logs for overdue inspections, and may take appropriate action for non-compliance according to Uniform Construction Code regulations.

Gathers information and data to answer inquiries and to prepare reports.

Maintains inspection logs for all subcodes.

Monitors plan review deadlines.

Provides a variety of code services to the general public in one or more functional areas.

Prepares reports, narratives, and correspondence.

Maintains records and files.

Provides support and technical assistance to staff; may provide guidance to clerical staff.

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

#### **REQUIREMENTS:**

##### **EXPERIENCE:**

Two (2) years of experience in work involving the processing, review, and issuance of construction permits.

##### **KNOWLEDGE AND ABILITIES:**

Knowledge of provisions of the New Jersey Uniform Construction Code as they relate to the activities of the office of the local construction official.

Ability to establish and maintain cooperative working relationships with local and state government officials, staff members, and the public.

Ability to review applications and other documents for completeness and accuracy.

Ability to provide support, technical assistance and guidance to appropriate levels of professional and clerical staff.

Ability to establish and maintain essential logs, records and files.

Ability to gather and compile information and data.

Ability to perform routine calculations.

Ability to prepare narratives, reports and correspondence.

Ability to read and interpret laws, rules and regulations and applies them to specific situations.

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, and communicate in English sufficiently to perform 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 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.

CODES: LG - 05193      MCK      1/10/00

This job specification is for local government use only.

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