

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

The Borough is accepting applications for a full-time Technical Assistant to the Construction Official (TACO). Candidates must possess a valid New Jersey Technical Assistant Certification and be detail-oriented with excellent organizational, computer and communication skills, and able to manage multiple tasks. The Technical Assistant to the Construction Official provides administrative support to the Borough's Construction Department including liaison with the public, and construction department officials, as well as coordinates with the Zoning Officer and Floodplain Manager. The TACO must be well-versed in the New Jersey Uniform Construction codes and building permit process and able to answer OPRA requests. Please find a complete job description below. Competitive salary and benefits. Please send a cover letter containing salary requirements and resume to [rgiolitto@seabrightnj.org](mailto:rgiolitto@seabrightnj.org).

## **JOB DESCRIPTION**

**Updated: May 17, 2024**

**Department: Construction**

### **Position Description – Technical Assistant to the Construction Official**

**BASIC FUNCTION:** Technical Assistant to the Construction Official (TACO) provides administrative support to the Borough's Construction Department including liaison with the public, and construction department officials, as well as coordinates with the Zoning Official and Floodplain Manager. The TACO must be well-versed in the New Jersey Uniform Construction codes and building permit process, able to answer OPRA requests, review applications for accuracy, and have strong customer service, organization and communication skills. New Jersey Technical Assistant Certification is required. Floodplain and Community Rating System (CRS) experience is preferred.

### **NATURE AND SCOPE:**

- Classification: Full time; non-exempt
- Hours of Employment: 35 hours weekly, Monday-Friday, or as assigned by the Construction Official or Borough Administrator
- Employee Supervised: None

**PRINCIPAL ACCOUNTABILITES:** The Technical Assistant to the Construction Official is responsible for the following activities:

- Reviews applications for construction permits to ensure all necessary information and documents are included and requests additional information as constructed 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 or Construction Official.
- Aides the general public by providing information of a technical nature concerning the requirements and standards relating to the Uniform Construction Code.
- Coordinates closely with the Borough's Floodplain Manager to ensure Community Rating System (CRS) compliance.
- Works closely with the Borough's Zoning Official to assist with daily tasks, zoning issues and inspections.
- Works closely with the Borough's Code Enforcement Officer to assist with ordinance compliance including but not limited to short term rentals.
- Calculates routine fees, collects fees and penalties as directed by Sub-Code and/or Construction Official and issue 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.
- Monitors plan review deadlines.
- Maintains Construction Department records and files.
- Provides support and technical assistance to Borough Construction Officials.
- Any other duties as assigned by the Borough Construction Official or Borough Administrator.

**EXPERIENCE/ABILITIES:**

- High School Diploma
- Valid New Jersey Technical Assistant Certification
- Valid New Jersey Drivers License
- Typing and Office Administration
- Computer skills; proficiency with Word, etc software
- Two years general office experience

**KNOWLEDGE AND ABILITIES:**

- Proficiency with English language sufficient for assisting others with application preparation.
- Working knowledge of Uniform Construction Code
- Understanding of Municipal Construction and permitting process.
- Ability to organize files, records