1. **SUMMARY**
   Provides technical assistance in the issuance of construction permits in order to assure compliance with the provisions of the New Jersey Uniform Construction Code and model codes. Work is performed under general administrative direction of the Construction Official.

3. **PHYSICAL DEMANDS AND WORKING CONDITIONS**
   - Frequently required to stand, walk, talk, hear, sit, and balance.
   - Ability to regularly use hands to handle, feel, or operate objects, tools or controls and to reach with hands and arms.
   - Frequently must lift, move and carry up to 5 pounds and occasionally up to 25 pounds.

4. **ESSENTIAL FUNCTIONS**
   *The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.*

   - Performs general office functions such as answering phones, filing, data entry, mail distribution, etc.
   - Sets inspection schedules, based on priority of inspections to ensure completion within the time frames required by the UCC.
   - Reviews inspection logs periodically for overdue inspections and takes appropriate action.
   - Reviews applications for construction and zoning permits to ensure all necessary information and documents are included and requests additional documenting information as required.
   - Assists in maintaining builder/developer escrow accounts to ensure they are always up-to-date.
   - Reviews Redevelopment Agreements on a regular basis to ensure builders/developers are maintaining their Redevelopment Agreements and keeping them in compliance, as well as on their project timelines. This function will be in consultation with the municipality’s Redevelopment Counsel and Engineers.
   - Assists the public, providing excellent customer service.
   - Issues permits and certificates after the appropriate Sub-Code Official and Construction Official have granted approval.
   - Calculates routine fees, collects fees and penalties as appropriate.
   - Maintains daily, weekly, and monthly inspection logs for all sub-codes.
   - Monitors Plan Review deadlines.
   - Works closely with the Planning Board Secretary on Planning Board functions that will assist applications through the Planning Board process.
   - Reviews construction permit applications to determine prior approvals and plan reviews required for proposed work as well as the type of certificate needed at the conclusion of a project.
- Maintains necessary records, files and computer data accurately and up-to-date in a highly organized manner, including the preparation of monthly revenue reports and recording all financial transactions.
- Attends workshops and training offered by professional organizations and the Borough.
- Performs additional job-related duties as assigned by management.
- Responsible for maintaining inventory needed for Construction Office staff and for requisitioning supplies as needed.

5. **Knowledge, Skills and Abilities**
   - Thorough knowledge of the administrative provisions of the New Jersey Uniform Construction Code as they relate to the activities of the office of the local Construction Official.
   - Understand escrow process and maintaining escrow balances for builders/developers.
   - Understand municipal redevelopment processes.
   - Thorough knowledge of general office practices, procedures, equipment, records management and secretarial/administrative techniques.
   - Thorough knowledge of business English, spelling and arithmetic. Bilingual in Spanish is a benefit in the role.
   - Working knowledge of office computer use, specifically Windows operating systems, Microsoft 365 Office Suite (Word, Excel & Access) and the ability to learn the municipality’s software, including but not limited to Edmunds and any other applicable software selected for use by the Construction Official.
   - Ability to analyze and explain the relevant local codes and ordinances, the NJ UCC.
   - Ability to accurately track/handle/deposit money.
   - Attention to detail and accuracy is required.
   - Excellent verbal and written skills.
   - Excellent customer service skills shown by the ability to express a willingness to assist others and to provide a positive experience when working with the public.
   - Pleasant phone voice and interpersonal demeanor in working with the public and coworkers.
   - Ability to work in a fast-paced office environment and to organize and perform work independently.
   - Ability to always portray the borough in a positive way.
   - Ability to multi-task and prioritize equally important ongoing work.
   - Ability to work as a team member.
   - Ability to communicate effectively, orally and in writing.
   - Ability to establish and maintain effective, cooperative positive working relationships with supervisors, co-workers, officials, and the public.
   - Ability to read, write, speak, understand and communicate in English sufficiently to perform the duties of the position.

6. **Education, Experience and Special Requirements**

   **Education/Experience:** Any combination of education and experience equivalent to graduation from high school. One year experience in work involving the processing, review, and issuance of construction permits or prior analytical and clerical work is preferred.

   **Licensing &/or Certifications:** A Certificate as Technical Assistant to the Construction Official (TACO) issued by the Department of Community Affairs is preferred, but will train.

   **Special Requirements:** May require a valid driver’s license.