



JOB POSTING

Borough of Wildwood Crest

POSITION: Technical Assistant to the Construction Official

Type of employment: Full-Time, 32.5 hours/week,
with excellent fringe benefits

The Borough seeks a professional, customer service – oriented, experienced individual with two years minimum experience as a Technical Assistant to work under the direction of the Construction Official. Our ideal candidate will be responsible for providing technical assistance regarding construction permits and to ensure compliance with the provisions of The New Jersey Uniform Construction Code as well as other related duties. A Technical Assistant certification is preferred but not required.

Responsibilities include, but are not limited to:

- Performs general office functions 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 UCC.
- Review's 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 public at counter, 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.
- Review's 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.

- Performs Land Use Secretary duties as assigned by management.
- Performs additional duties as assigned by management.

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

CIVIL SERVICE JOB DESCRIPTION: <https://info.csc.state.nj.us/jobspec/05193.htm>

The Borough also reserves the right to accept applications until the position is filled.

For more information as well as applications for employment please contact the Human Resource office or online at <https://wildwoodcrest.org/jobs.php>. Applicants are requested to complete and forward applications and resumes via email to humanresources@wildwoodcrest.org or mail them to:

Borough of Wildwood Crest
Human Resources
6101 Pacific Avenue
Wildwood Crest, NJ 08260

Deadline for Submission until position is filled. No telephone calls, please.

The Borough of Wildwood Crest is an Equal Opportunity Employer.