

Certified Technical Assistant - Code Enforcement

**Senior – Principal
Annual Salary \$38,000.00**

Interested applicants must submit their resume and completed job application to Edison Twp. HR Dept. 100 Municipal Blvd. Edison NJ 08817 by 7/26/16.

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.

Issues certificates of occupancy for major work requiring inspections to occupy a premise when all subcodes and departments have signed off.

Issues certificates of continued occupancy as per local ordinances.

Keeps records of developmental fees for new construction, commercial additions, and for low income (Mt. Laurel) housing as per local ordinances.

Issues violations for various reasons including working without permits and failing to obtain appropriate inspections.

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.

Processes daily reports for tax department, monthly reports for state auditors and the DCA and quarterly reports for DCA fees.

Maintains records and files.

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

Requirements:

Required Certification and one (1) year as a Principal Code Enforcement Processing Clerk.

For Senior Certified Technical Assistant: Two (2) years as a Certified Technical Assistant and certified, successful completion of eighteen (18) hours of job related Career Building courses as approved by the Human Resources office. Upon verification of requirements, promotional will become effective the following July 1.

For Principal Certified Technical Assistant: Two (2) years as a Senior Certified Technical Assistant and certified, successful completion of an additional eighteen (18) hours of job related Career Building courses as approved by the Human Resources office. Upon verification of requirements, promotional will become effective the following July 1.

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.

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