



TOWNSHIP OF CHATHAM

58 Meyersville Road
 Chatham, New Jersey 07928
 www.chathamtownship.org

JOB SPECIFICATION

Title	Technical Assistant
Department	Construction
Type	<input checked="" type="checkbox"/> Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/> Temporary <input type="checkbox"/> Seasonal <input type="checkbox"/> Intern
FLSA Status	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt
Bargaining Unit	<input checked="" type="checkbox"/> Not Applicable <input type="checkbox"/> Applicable
Reports to	Construction Official
Supervisory	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Probation Period	180 days

Summary/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.

Duties/Responsibilities

- 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.
- Perform other related tasks as required.

Requirements

Education

- Graduation from an accredited college or university with an Associate's degree.

Licenses

- Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

Certifications

- Possession of a valid New Jersey Uniform Construction Code Certification as a Technical Assistant to a Construction Official, issued by the Department of Community Affairs may be required.

Experience

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

NOTE: Applicants who do not possess the required education may substitute experience as indicated above on a year-for-year basis.

Knowledge/Skills/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 apply 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.

Physical Requirements

- Job frequently requires standing, walking, reaching, talking, hearing, and lifting up to 10 pounds.
- Ability to see information in print and/or electronically.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

Persons with mental or physical disabilities are eligible as long as they can perform the 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.

The Township of Chatham is an equal opportunity employer. Applicants for employment are considered without regard to race, creed, color, national origin, nationality, ancestry, sex/gender, affectional or sexual orientation, gender identity or expression, age, marital status, civil union status, domestic partnership status, familial status, religion, atypical heredity cellular or blood trait, genetic information, liability for service in the Armed Forces of the United States or disability.