

Non-Union

**SOUTH BRUNSWICK TOWNSHIP
JOB DESCRIPTION**

Job Title: Construction Official
Salary: \$112,201 - \$191,228
Department: Code
Reports To: Township Manager

Definition

Ensures plans and specifications for residential, industrial, and commercial construction, improvement or demolition are in compliance with the New Jersey Uniform Construction Code. Position requires exercising independent judgment and decision-making.

Essential Functions

- Interviews, selects, trains, supervises, directs and evaluates department personnel, both part-time and full-time
- Coordinates Department operations- plan reviews and inspections, staff meetings, ensures clerical staff enters inspection data accurately and that inspections are correctly scheduled.
- Approves and signs off on all final inspections and issues related certificates and permits.
- Interacts with public in handling complaints or providing information or solutions.
- Reviews local ordinances to ensure that they are in conformance to state requirements and recommend changes, amendments and new ordinances for approval by Township Council.
- Maintains all files and records and inception data resulting from the day-to-day operation of the Department.
- Preparation and management of Department budget including capital budget items.
- Manages, coordinates and monitors expenditures and receipts of funds.
- Reviews site plans for compliance with the U.C.C.
- Performs inspection functions as required.
- Interacts with all staff to compile report data.
- Performs the duties of the sub-codes when the sub-code is absent.
- Attends and facilitates meeting as required.
- Writes and conducts annual employee evaluations
- Approves payroll for employees.
- Oversees operations of the Fire Safety Division.
- Performs other duties as required to ensure efficient operation of the department.

Equipment/Job Location

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| Office equipment | Telephone |
| Computers | Copier and Fax |
| Laptop | Various building/construction inspection tools |

Required Knowledge, Skills and Abilities

Knowledge:

- Knowledge of Uniform Construction Code Regulations and construction methods and materials
- Knowledge of department policy and procedure
- Knowledge of contemporary office practices and procedures and basic office software.

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Skills:

- Skill in computer use and data entry.
- Skill in interpersonal and public relations.
- Skill in organization, time management, and multi-tasking.

Abilities:

- Ability to supervise and evaluate subordinate employees fairly.
- Ability to perform various mathematics computations.
- Ability to communicate effectively verbally and in writing.
- Ability to comprehend and apply concepts for enhancement and efficiency of department and general operations.
- Ability to establish and maintain effective working relationships with coworkers, other agencies, and the public.
- Ability to work with confidential information.

Physical Abilities:

While performing the essential functions of this job, the incumbent is regularly required to be:

- Physically able to sit for extended periods of time.
- Physically able to stand frequently and for extended periods of time.
- Physically able to kneel, stoop or climb.
- Physically able to lift up to 20 pounds.

Qualifications- UCC Requirements

- Bachelors degree from an accredited college or university and seven (7) years experience as an inspector or ten (10) years related experience.
- Building Sub-Code Official License
- RCS, ICS, and HHS Licenses
- Construction Official License

Additional Requirements:

- Effective 9/1/11, all employees of State and local government must reside in the State of NJ, unless exempted. NJ residency required by N.J.S.A. 52:14-7 (L. 2011, Chapter 70)
- Must possess a valid NJ Driver's License.
- Pursuant to Federal Law, proof of US Citizenship or immigration status will be required upon hire.
- Must successfully pass a thorough criminal history and background check.

Candidates interested in applying for this position should apply online through the Township website.

South Brunswick is an Equal Opportunity Employer.