



THE CITY OF EAST ORANGE

Job Posting

Job Title:	Construction Official	Job Category:	Classified
Department/Group:	Property Maintenance	Job Code	05045
Location:	City Hall	Travel Req'd	LOCAL
Level/Salary Range:	\$95,949.08 - \$108,983.57	Position Type:	Full-Time
HR Contact:	Shatera Smith	Posting Period	8/10/2016 -8/24/2016

Applications Accepted By:

<p>Fax or E-mail: 973-673-3172 shatera.smith@eastorange-nj.gov</p> <p>Attention: Construction Official</p>	<p>Mail: Shatera Smith Department of Human Resources The City of East Orange NJ 44 City Hall Plaza East Orange, NJ 07018</p>
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Job Description

Role and Responsibilities

Under the direction of the Property Maintenance Director, the Construction Office has chief administrative responsibility for administering and enforcing the provisions of the New Jersey Uniform Construction Code and related work as required.

Qualifications and Education Requirements

Applicants must possess a license as a Construction Official issued by the Department of Community Affairs.

NOTE: Where the construction official also serves as one or more sub code officials, applicants must possess the appropriate sub code official license and, will be required to possess a technical license of the appropriate level (HHS, ICS, RCS) in a specified discipline (building inspector, electrical inspector, fire protection inspector, plumbing inspector, or elevator inspector).

Preferred Skills

- Directs plans, organizes, and supervises staff and activities concerned with carrying out regulations of the NJ Uniform Construction Code (UCC).
- Develops the work program with effective/appropriate procedures, analyzes inspection problems, and establishes appropriate work methods.
- Executes plans for utilization of available funds, personnel, equipment, materials, and supplies.
- Arranges for contractual inspections, and reviews reports submitted by contracted agency.
- Knowledge of record keeping requirements under the UCC including permit and certificate of occupancy records, variation application records, and violation files and records.
- Ability to establish/maintain cooperative working relationships with local/state government officials, staff members, and the public.
- Ability to plan, organize, supervise, and coordinate activities of diversified units.