

Borough of Eatontown
Department of Construction/Building
Job Description

Full Time Technical Assistant

Applicants for this position must possess a current New Jersey Technical Assistant Certification; previous experience preferred. The Full Time Technical Assistant will work Monday – Friday from 8:30AM-4:30PM. Annual salary for this position is \$50,000.00. The successful candidate must pass a background check and drug test. Position is currently open and accepting applications. If you are interested in this position, please send cover letter, resumes and completed Borough of Eatontown applications to dgianfrancesco@eatontownnj.com or to the Borough of Eatontown, Attn: Human Resources, 47 Broad Street, Eatontown, New Jersey 07724. The Borough of Eatontown reserves the right to interview candidates before the application deadline.

DEFINITION:

Under direction of the Construction Official provides technical assistance in the issuance of construction permits to ensure compliance with the provisions of the New Jersey Uniform Construction Code and perform complex support duties related to the work of the Building/Construction Department.

EXAMPLES OF WORK:

- Reviews permits applications to ensure all necessary information and documents are included; requests additional information as needed
- Issues constructions permits by providing information of a technical nature concerning the requirements and standards related to the UCC
- Aids the general public by providing information of a technical nature concerning the requirements and standards relating to the UCC
- Calculates routine fees, collects fees and penalties as directed by Sub-Code and/or Construction Official
- Determines and requests prior approvals and plan review in accordance with the UCC
- 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 UCC regulations
- Gathers information and data to answer inquiries and to prepare reports.
- Schedules inspections for all subcodes
- 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

REQUIREMENTS:**Education:**

- Possession of a High School Diploma or equivalent.
- Possession of a current New Jersey Uniform Construction Code Technical Assistant Certification

Experience:

- Must have two (2) years experience in work involving the processing, review and issuance of construction permits

KNOWLEDGE AND ABILITIES:

- Knowledge of Spatial Data Logic strongly preferred
- Knowledge of MS Word and Excel strongly preferred
- Knowledge of provisions of the New Jersey Uniform Construction Code as they related to the activities of the office of the Construction Official
- Ability to establish and maintain cooperative working relationships with local and state government officials, staff members and the public
- Ability to provide support, technical assistance and guidance to appropriate levels of professional and clerical staff
- Ability to review application 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 prepare weekly and monthly reports
- Ability to read and interpret laws, rules and regulations and apply them to specific situations
- Ability to organize complex clerical work by establishing workflow, procedures and priorities
- Ability to read, write and understand the English language sufficiently to perform the duties of this position
- Ability to understand and observe rules, regulations and policies of the Borough of Eatontown
- 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.

The Borough of Eatontown is an Equal Opportunity Employer.

Application for Employment

Date: _____



Borough of Eatontown
47 Broad Street
Eatontown, New Jersey 07724
732-389-7600

- The Borough of Eatontown is an Equal Opportunity Employer.
- Please complete the entire application even if a resume is attached.

Personal Information

Name: _____

Address: _____

Email: _____

Phone: _____

If you are under 18 years of age, can you provide proof of eligibility to work in the US?

☐ Yes
☐ No

Are you legally eligible to work in the US?

☐ Yes
☐ No

Do you currently possess a driver's license?

☐ Yes
☐ No

Please list any endorsements:

Have you ever been employed by the Borough of Eatontown before?

☐ Yes
☐ No

If yes, please provide dates?

Application for Employment

Date: _____

Are you disqualified from public employment due to a criminal conviction for which N.J.S.A. 2C:51-2.d applies?

☐ Yes

☐ No

Position

Position Applied For: _____

Available Start Date: _____

Applying For:

☐ Full Time

☐ Part Time

☐ Temporary/Seasonal

Desired Salary: _____

Available Start Date: _____

Are you currently employed?

☐ Yes
☐ No

May we contact your current employer?

☐ Yes
☐ No

Employment History: List your last four employers and major assignments with that employer. Please begin with your most recent employer and include military service.

Employer: _____

Dates employed: _____

Address: _____

Phone No. _____

Reason _____

for _____

Leaving: _____

Employer: _____

Dates employed: _____

Address: _____

Phone No. _____

Reason _____

for _____

Leaving: _____

Application for Employment

Date: _____

Employer: _____

Dates employed: _____

Address: _____

Phone No. _____

Reason _____

for _____

Leaving: _____

Employer: _____

Dates employed: _____

Address: _____

Phone No. _____

Reason _____

for _____

Leaving: _____

Education: Please provide information on your formal schooling. Include any formal vocational or professional education.

School Name	Location	Years Attended	Degree Received/Major
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_____	_____	_____	_____
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_____	_____	_____	_____
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_____	_____	_____	_____
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_____	_____	_____	_____
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Application for Employment

Date:

Special Skills/ Experience: Please list any special skills, experience, training, licenses, certifications or other factors that make you uniquely qualified for the position for which you are applying.

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References:

Please provide names, addresses, email addresses and phone numbers of three people we may contact as a reference.

Name & Address	Email	Phone number	Years known

Applicant Statement:

I certify that all information that I have provided in this application to secure work with the Borough of Eatontown is true, complete and correct.

I understand that any provisional offer of employment may be subject to job-related pre-employment testing and that certain positions may require complete background and criminal checks.

I expressly authorize, without reservations, the Borough of Eatontown, its employees or representatives to contact and obtain from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the Borough of Eatontown, its employees or representatives for seeking gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the Borough of Eatontown does not unlawfully discriminate in employment and no questions on this application are used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the Borough of Eatontown reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the Borough of Eatontown is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the Borough Administrator.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United State and that federal immigration laws require me to complete an I-9 form in this regard.

I understand that reasonable safeguards will be taken to protect all personal information provided or obtained with this application for employment. My personal information may be shared with the Borough of Eatontown's affiliates and third parties engaged by the employer to perform services for the employer. Any personal information shared with an affiliate or third party is to be used solely to perform the services requested by the employer.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect will be sufficient cause to (i) eliminate me from further consideration for employment or (ii) may result in my immediate discharge from the employer's service, whenever it is discovered.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the Applicant Statement.

Signature: _____

Name: _____

Date _____