

Township of Parsippany-Troy-Hills

Open Position Announcement

Full-Time Technical Assistant to the Construction Official

Department: Construction Department

Workweek: Monday through Friday, 9:00 am – 5:00 pm

Wage: Per Ordinance, White Collar Non-Exempt

Definition: Under direction provides technical assistance to ensure compliance with the provisions of the New Jersey Uniform Construction Code; assists the Construction Official, Subcode Officials and Inspectors.

Skills/Duties: Reviews applications for construction permits to ensure all necessary information and documents are included.

Detail oriented with strong communication and computer skills.

Knowledge of the provisions of the New Jersey Uniform Construction Code as they relate to the activities of the office of the local construction official.

Five (5) years of experience in work involving the processing, review and issuance of construction permits.

Performs varied, complex administrative work, including processing applications, filing, maintain records including paper and microfilm files.

Aids the general public by providing information of a technical nature concerning the requirements relating to the Uniform Construction Code.

Able to read, write, speak, understand and communicate in English.

To Apply: Submit a cover letter, resume and copy of relevant license(s)/ certificate(s) to James Cryan, Business Administrator at jobs@parsippany.net. Position open until filled. Interviews will start immediately. EOE.

Closing Date: Open until filled