



Englewood

Human
Resources

P.O. Box 228 • Englewood, N.J. 07631 • (201) 871-6660 • Fax (201) 541-5424

PLEASE POST

May 4, 2021

TO: All City Employee

FROM: Human Resources *DW*

SUBJECT: Available Position – Technical Assistant, Grade 3

There is one (1) position for Technical Assistant, Grade 3 available in the Code Enforcement/Building Department (Classified Services – Local 108).

The salary range is \$33,054 - \$56,232 annually.

Anyone who is interested in applying for this position should contact this office in writing during the prescribed period.

The position will remain posted for five (5) working days.

A complete job description is hereto attached.

cc: Walter Deptuch
Sophia Lawson – Union

Post: May 5, 2021

Remove: May 12, 2021



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TECHNICAL ASSISTANT

DEFINITION

Under direction of Code Official, must oversee and implement issuance of permits for Building Occupancy and for Construction repairs, installation and demolition operation; performs related work as required.

EXAMPLES OF WORK

- . Handles Construction Permit Applications including fee collections, obtaining prior approvals, keeping document logs, monitoring of plan review deadlines, fee calculations, and recording of permits.
- . Reviews and files documents.
- . Handles inspection logs, updates files, keeps track of approvals, verifies type of Certificate required.
- . Handles Daily/Weekly Inspection Reports.
- . Compiles pertinent data for reports as required, insuring that the type and value of work that has been authorized by the granting of permits in accordance with the Uniform Construction Code Municipal Procedures Manual.
- . Maintains logs of Certificate issuance and fees.
- . Monitors Compliance due dates.
- . Monitors need to check for violations
- . Responsible for End-of-Month Reporting
- . Responsible for Town Report Preparation

TECHNICAL ASSISTANT
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- . Responsible for State Reporting including new construction, alterations, demolition, fees collected for building, electrical, plumbing, fire protection, and elevator certificates.
- . Handles State Training Quarterly Report. Uses Permit Fee Logs to compute dollar amounts and total cubic volume of new construction and additions' also computes the total cost of residential and non-residential alterations.
- . Handles the administrative process for cyclical inspections (i.e. elevator devices).
- . Handles Notices, Orders and Appeals; assists in the completion of an appeal to the Construction Board of Appeals.
- . Receives, reviews and files decisions.
- . Operates standard office equipment.
- . Takes notes of meetings and prepares naratives/reports.

QUALIFICATIONS

Education, Experience and Licenses

- . High School Graduate with five (5) years substantial clerical experience.
- . Ability to organize.
- . Knowledge of supervising and communicating effectively with fellow employees and the public.
- . Ability to keep records in a clear concise manner.
- . Ability to prepare effective correspondence.
- . In depth knowledge of procedures that must be followed to secure permits for construction, repairs and demolition work.
- . Must be experienced in implementing and maintaining a good filing system.