

POSITION DESCRIPTION

Class Title: Construction Official
Department: Inspection Department
Location: City Hall

GENERAL PURPOSE

Is the Chief Administrative Official responsible for administering and enforcing the provisions of the New Jersey Uniform Construction Code.

SUPERVISION RECEIVED:

Works under the supervision of the New Jersey Department of Community Affairs.

SUPERVISION EXERCISED

Exercises supervision over inspectors, plan reviewers, technicians, support staff, and other part-time or temporary staff, as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for requiring compliance with the New Jersey Uniform Construction Code, for all rules lawfully adopted and promulgated thereunder, and of laws relating to the construction, alteration, repair, removal, demolition and integral equipment and location, occupancy and maintenance of buildings and structures, except as may be otherwise provided for.

May also serve as subcode official for any subcode official as qualified.

Has the power to overrule a determination of a subcode official based on an interpretation of a substantive provision of the subcode which such subcode official administers only if the construction official is qualified to act as a subcode official for such subcode pursuant to the uniform construction code.

Directs, plans, organizes and supervises the staff and activities concerned with carrying out the regulations of the New Jersey Uniform Construction Code.

Develops the work program with effective and appropriate procedures, analyzes inspection problems, and establishes appropriate work methods.

Executes plans for the effective utilization of available funds, personnel, equipment, materials and supplies.

Prepares a budget and maintains balances.

Establishes personnel rules and policies within the unity and recommends policies or changes in policy and procedures to appropriate officials.

Arranges for contractual inspections when necessary and reviews reports submitted by contracted agency.

Enforces the regulations of the state uniform construction code.

Is responsible for providing applications for construction work and assists the public in preparing the applications whenever necessary. Reviews all applications for completeness as to form and for verification of prior approvals.

Requests additional documentation concerning prior approvals as necessary.

Upon receipt of the completed application, the construction official shall determine the proper fee for the work required, collect all fees and penalties, and ensure that funds are properly accounted for.

Ensures that the subcode officials shall have an adequate time period to review appropriate applications, plans and specifications.

Issues construction permits, certificates of occupancy, and temporary certificates of occupancy upon receipt of their approval of all appropriate subcode officials.

Records all notices of violation; upon receiving notification of the appropriate subcode official, and determines all penalties for noncompliance with the penalty notices.

Ensures that all required inspections are scheduled and performed on time; that the reports of all inspections are completed and properly filed.

Records stop work orders as notified by the appropriate subcode official.

Ensures that all final inspections have been completed prior to the issuance of a certificate of occupancy and that all inspections required for the purpose have been completed prior to the issuance of a temporary certificate of occupancy.

Ensures in the case of a change of use, or upon a request for a certificate of continued occupancy, that each subcode official gives an approval based on an inspection and the review of all submitted data before issuing a certificate of continued occupancy.

Prepares and obtains reports as required.

Attends meetings and hearings.

Carries out such other functions as are necessary and appropriate to the position of Construction Official.

Coordinates the activities of the subcode officials in enforcement of the provisions of the energy subcode.

Files necessary court complaints and makes court appearances in the various courts of appeals when required.

Makes field inspections when problems develop.

QUALIFICATIONS & REQUIREMENTS

(A) Possess a valid Construction Official's license issued by the Department of Community Affairs.

(B) Appointee will be required to possess a valid New Jersey State Driver's License only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

(C) Where the Construction Official also serves in the capacity of one or more subcode officials, it is necessary to possess the appropriate subcode license or license as required.

Necessary knowledge, skills and abilities

Knowledge of the basic principles of management and supervision and of the administration of a local enforcement agency including record keeping, preparation of reports, personnel procedures and budget preparation.

Knowledge of record keeping requirements under the State Uniform construction Code including permit and certificate of occupancy records, variation application records and violation files and records.

Knowledge of the method of establishing and maintaining proper review and approval procedures for permit applications to ensure compliance with the construction code and applicable laws and ordinances.

Knowledge of the legal methods of code enforcement; of the purpose and fundamentals of stop orders, notice of penalties and court action; of the powers and procedures available to deal with hazardous conditions and emergency situations; of the procedures for processing cases involving condemnations and other violations of the subcodes; of requiring, obtaining and issuing search

warrants; of legal responsibilities of inspection personnel and of other related legislation.

Knowledge of building subcode provision including structural requirements, durability and weatherability requirements; of electrical subcode provisions including minimum service and appliances and basic circuits; of the elevator subcode provisions; of fire prevention code provisions including special permits required, storage and handling of goods and materials, maintenance of exit facilities and maintenance of fire protection equipment; of fire protection ;subcode provisions including height and area requirements, fire resistance, flame spread and combustibility requirements; and of plumbing subcode provisions including sanitary waste disposal, water supply, venting and required facilities.

Knowledge and abilities for the appropriate Subcode Official's license that are commensurate with the level (H.H.S., R.C.S.) which has been established by the jurisdiction for the enforcing agency.

Ability to establish and maintain cooperative working relationships with local and state government officials, staff members and the public.

Ability to evaluate programs and procedures.

Ability to plan, organize, supervise and coordinate the activities of diversified unity.

Ability to exercise independent judgement in evaluating situations and in making determinations.

Ability to organize assigned work and develop effective work methods.

Ability to prepare and supervise the preparation of clear, concise, accurate and informative reports.

Ability to analyze and interpret the New Jersey Uniform Construction Code.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand the English Language.

PERIPHERAL DUTIES

Performs the duties of a plans examiner or inspector, as needed.

SPECIAL REQUIREMENTS

A valid state driver's license, or ability to obtain one by start of employment. One or more I.C.B.O certifications, including but not limited to plans examiner, combination inspector.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing and permitting software; motor vehicle; 10-key calculator; portable radio; phone; ladder or scaffolding; tape measure.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments, construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, or risk of electrical shock.

The noise level in the work environment is usually quiet in the office, and moderate to loud in the field.

SELECTION GUIDELINES

Formal application, to include licensing, experience and interview by governing body committee.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____
Supervisor

Approval: _____
Appointing Authority

Effective Date:

Revision History: