

City of Burlington
Department of Administration



JOB POSTING

Technical Assistant to Construction Official (TACO) - Title code 05193

FULL-TIME

Posting Dates: April 2, 2024 – Until Position is Filled

Salary Range: \$47,762 - \$73,891

The City of Burlington is seeking an experienced TACO with significant knowledge of processing, reviewing and issuance of construction permits.

ESSENTIAL FUNCTIONS AND DUTIES: *Reviews applications for construction permits to ensure all necessary information and documents are included and requests additional information as instructed or directed by the appropriate Sub-Code or Construction official * Issues construction permits after approval and authorization have been granted by the appropriate Sub-Code official * Aids the general public by providing information of a technical nature concerning the requirements and standards relating to the Uniform Construction Code * Calculates routine fees, collects fees and penalties as directed by Sub-Code and/or Construction Official and issues receipts * Determines and requests prior approvals and plan review in accordance with the Uniform Construction Code *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 Uniform Construction Code regulations *Gathers information and data to answer inquiries and to prepare reports *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

KNOWLEDGE AND ABILITIES: * Knowledge of provisions of the New Jersey Uniform Construction Code as they relate to the activities of the office of the local construction official * Ability to establish and maintain cooperative working relationships with local and state government officials, staff members, and the public * Ability to review applications 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 gather and compile information and data *Ability to perform routine calculations *Ability to prepare narratives, reports and correspondence *Ability to read and interpret laws, rules and regulations and applies them to specific situations

REQUIREMENTS: Two (2) years of experience in work involving the processing, review, and issuance of construction permits. Must possess TACO certification. Must be a resident of the State of New Jersey.

All employees of State and local government must reside in the State of New Jersey, unless exempted under the law. The City of Burlington is an Equal Opportunity Employer.

If interested, please submit a cover letter and resume, and to Johanna S. Conyer, Business Administrator, City of Burlington, City Hall, 525 High Street, Burlington, NJ 08016, or email them to Zoraida Pagan at zpagan@burlingtonnj.us. To view the complete job posting and application requirements, please visit www.burlingtonnj.us.