

Township of Manalapan

ADMINISTRATION

120 Route 522 • Manalapan, NJ 07726 • 732-446-8308 • Fax 732-446-9615

Website: www.mtnj.org

Mayor

JACK MCNABOE

Deputy Mayor

SUSAN COHEN

Township Committee

MARY ANN MUSICH

ERIC NELSON

ROBERT GREGOWICZ

Business Administrator

TARA L. LOVRICH



POSITION VACANCY

POSITION: TECHNICAL ASSISTANT TO THE CONSTRUCTION OFFICIAL

SALARY: \$63,202

HOURS: 35 Hours per Week

QUALIFICATIONS:

Successful candidate will have 2 years of experience in work involving the processing, review, and issuance of construction permits.

Must possess a valid New Jersey Uniform Construction Code Certification as a Technical Assistant to a Construction Official, issued by the Department of Community Affairs.

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.

Knowledge of computer system and knowledge of UCCARS program or equivalent.

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.

Strong organizational, multitasking, and communication skills and proficiency with Microsoft Office and the SDL system.

If interested, please contact the Administration office via email Info@mtnj.org and include your resume.