



TOWNSHIP OF PLAINSBORO NOTICE OF VACANCY

DATE OF POSTING: March 9, 2026

TITLE: Assistant Construction Official

DEPARTMENT: Code Enforcement

SALARY RANGE: \$117,000 - \$123,000 (based on education, licenses and certifications)

UNION: Non-union position

WORK HOURS: M-F 8:30 am – 4:30 pm

EFFECTIVE: Immediately

DEADLINE TO APPLY: Applications accepted until position is filled

BENEFITS: The Township provides a comprehensive benefits package including health insurance, dental, vision, paid leave, group life insurance and retirement benefits through the State of NJ Division of Pension and Benefits.

Job Summary

Plainsboro Township is seeking an Assistant Construction Official to assist in the overall administrative responsibility for enforcing the New Jersey Uniform Construction Code. This position is utilized on an as-needed basis in a temporary capacity when the Construction Official is out of the office, with duration determined by the Township Administrator and/or the Assistant Administrator. The Assistant undertakes duties in cooperation with or in the absence of the Construction Official.

Duties and Responsibilities

- **Leadership:** Assumes all duties, responsibilities, and authority of the Construction Official in their absence.
- **Supervision:** Directs, plans, organizes, and supervises staff and activities concerned with NJ Uniform Construction Code regulations.
- **Subcode Coverage:** May act as a subcode official for any subcode in which they are qualified.
- **Operations:** Prepares reports, attends meetings/hearings, and performs field inspections as needed.
- **Program Development:** Analyzes inspection problems and establishes appropriate new work methods or procedures.
- **Administrative Support:** Will, as needed, assist in budget preparation, personnel matters, equipment, and supplies.
- **Enforcement:** Handles legal methods of code enforcement, including stop orders, penalty notices, and processing cases involving condemnations.

Required Qualifications

- **Special Requirements (Certifications):**
 - Applicants must possess a license as a Construction Official issued by the NJ Department of Community Affairs.
 - If serving as a Subcode Official, must possess the appropriate license and a technical license (HHS) in a specified discipline.
 - A valid New Jersey Driver's License is required if vehicle operation is necessary for essential duties.
- **Knowledge, Skills, and Abilities:**
 - Knowledge of management principles, administrative operations, record keeping, and budget preparation within a local enforcement agency.
 - Familiarity with the legal powers available to deal with hazardous conditions and emergency situations.
 - Ability to establish and maintain cooperative working relationships with government officials, staff, and the public.
 - Ability to analyze and interpret the NJ Uniform Construction Code.
 - Proficiency in communicating in English sufficiently to perform all duties.

How to Apply: Complete the Application for Employment and submit your Resume and Cover Letter online at:
<http://www.plainsboronj.com/500/Employment-Opportunities>

THE TOWNSHIP OF PLAINSBORO IS AN EQUAL OPPORTUNITY EMPLOYER