TOWNSHIP OF PLAINSBORO NOTICE OF VACANCY

DATE OF POSTING: November 12, 2025

TITLE: Technical Assistant
***SALARY RANGE:** $48,148.00 - $74,954.00
WORK HOURS: M-F 8:30 am – 4:30 pm

DEPARTMENT: Code Enforcement
UNION: CWA
EFFECTIVE: Immediately

Statement of Duties
This position performs a variety of technical and administrative duties in support of the Construction Official/Director of Code Enforcement. Key responsibilities include assisting in the processing of building permits, ensuring compliance with the New Jersey Uniform Construction Code, and performing related tasks as assigned.

Supervision
The employee works under the general supervision of the Construction Official/Director. While expected to exercise initiative and independently handle routine assignments, the employee will receive guidance from the supervisor on new or complex tasks. The supervisor will provide direction and review work to ensure accuracy and adherence to established procedures.

Job Environment
This position involves working in a moderately busy office environment with frequent interactions with the public. The employee will handle sensitive information, including confidential personnel and client records.

Essential Functions:

- **Permit Processing:**
  - Receive and review building permit applications, ensuring completeness and compliance with all required documentation.
  - Edit applications for accuracy and clarity.
  - Distribute permit applications to appropriate parties according to established procedures.
  - Advise the Construction Official of any potential issues or concerns.
- **Customer Service:**
  - Provide information to the public regarding building codes, regulations, and permit requirements.
  - Respond to inquiries and address concerns from contractors, architects, engineers, developers, and other stakeholders.
  - Assist in resolving permit-related issues and complaints.
- **Record Keeping:**
  - Maintain accurate and up-to-date records of all building permits, both electronically and in hard copy.
  - Process permits, including fee calculations and collections.
  - Manage departmental budgets and reconcile discrepancies with the Finance Department.
- **Technical Support:**
  - Provide technical assistance to the Construction Official and other department staff.
  - Prepare and supervise the preparation of clear, concise, and accurate reports and correspondence.
  - Conduct research and gather information to support permit issuance.
  - Assist in supervising and providing guidance to clerical staff.
- **Other Duties:**

- Perform related duties as assigned by the supervisor.

Minimum Qualifications

Physical and Mental Requirements:

- Ability to work in a moderately loud office environment.
- Frequent sitting, standing, walking, and occasional lifting of up to 10 pounds.
- Excellent communication and interpersonal skills.
- Strong attention to detail and accuracy.
- Ability to work independently and as part of a team.

Education and Experience:

- High School Diploma or equivalent required.
- Associate's degree in Construction Technology, Building Science, or a related field preferred.
- Minimum two (2) years of experience in processing and reviewing building permits.
- Equivalent combination of education and experience may be considered.
- Must possess a Technical Assistant certification issued by the NJDCA

Knowledge, Skills, and Abilities:

- In-depth knowledge of the New Jersey Uniform Construction Code.
- Proficiency in computer applications, including Microsoft Office Suite.
- Excellent customer service and communication skills (written and verbal).
- Strong organizational and time-management skills.
- Ability to work effectively with diverse personalities.
- Ability to read, write, and speak English fluently.

Complete the Application for Employment and Submit Resume and Cover Letter Online
http://www.plainsboronj.com/500/Employment-Opportunities

THE TOWNSHIP OF PLAINSBORO IS AN EQUAL OPPORTUNITY EMPLOYER