TOWNSHIP OF ROCHELLE PARK

BERGEN COUNTY, NEW JERSEY

EMPLOYMENT OPPORTUNITY

PART-TIME CONSTRUCTION OFFICIAL

The Township of Rochelle Park is seeking qualified applicants for the position of **Part-Time Construction Official**. The successful candidate will be responsible for administering and enforcing the New Jersey Uniform Construction Code (N.J.A.C. 5:23), supervising the Construction Department, and ensuring compliance with all applicable state and local regulations. The Township is seeking a collaborative, customer-focused professional committed to providing efficient, responsive service to residents, contractors, businesses, and the development community.

Essential Duties

- Administer and enforce the New Jersey Uniform Construction Code.
- Supervise and coordinate the activities of all subcode officials and Construction Department personnel.
- Interview Construction Department candidates; recommend to governing body for hiring and discipline of employees.
- Review permit applications and construction plans for compliance with applicable codes and regulations.
- Issue permits, certificates, notices, and orders as required by law.
- Ensure timely inspections and permit processing.
- Maintain required records and prepare reports for the New Jersey Department of Community Affairs.
- Provide technical guidance and exceptional customer service to residents, contractors, architects, engineers, and developers.
- Attend Land Use Board and other evening meetings as required.
- Work collaboratively with the Township Administrator and other municipal departments to improve departmental operations, permitting processes, and customer service.
- Assist with implementing technology and operational improvements, including electronic permitting systems and workflow efficiencies.
- Perform other related duties as assigned by the Township Administrator.
- Required to attend evening Township Committee meetings as requested by the Township Administrator.

Minimum Qualifications

- Possession of a valid New Jersey Construction Official License issued by the New Jersey Department of Community Affairs.
- Possession of a valid New Jersey Building Subcode Official License.
- Additional subcode licenses (Electrical, Plumbing, Fire Protection, or Elevator) are highly desirable.
- Prior experience in supervising employees.

- Thorough knowledge of the New Jersey Uniform Construction Code, related statutes, and municipal construction operations.
- Experience with electronic permitting software is preferred.
- Excellent leadership, organizational, communication, and customer service skills.
- Municipal experience preferred.

Compensation

Salary commensurate with qualifications and experience.

Schedule

Part-time position with a flexible schedule based upon departmental and operational needs.

Application Process

Interested applicants should submit a cover letter, resume, and copies of all applicable licenses and certifications to:

Samantha I. Carpio, MPA
Township Administrator
Township of Rochelle Park
151 West Passaic Street
Rochelle Park, NJ 07662

Email: **scarpio@rochelleparknj.gov**

Applications will be accepted until the position is filled.

The Township of Rochelle Park is an Equal Opportunity Employer (EOE).