**Borough of Point Pleasant: Technical Assistant to the Construction Official**

Point Pleasant Borough is seeking a full time Technical Assistant to the Construction Official. Under direction of the Construction Official, provides technical assistance in the issuance of construction permits to ensure compliance with the provisions of the New Jersey Uniform Construction Code and model codes. Responsibilities include construction permit receiving, processing, and issuance, scheduling of inspections, general administrative work for the Building Department, monthly reporting and other related duties as assigned. Applicant must be detail oriented with strong customer service and computer skills. Must be able to multitask and process work efficiently and timely. Successful applicants should possess a current New Jersey Technical Assistant Certification, and 2 years’ experience in work involving construction, code enforcement, and inspection activities in a municipality or other government organization. The Borough of Point Pleasant is a NJ Civil Service municipality and is subject to Civil Service rules. The Borough of Point Pleasant is an equal opportunity employer.

All applications should be emailed to the Construction Official, Tim Skinner, at [ConstructionOfficial@ptboro.com](mailto:ConstructionOfficial@ptboro.com) by January 31, 2021. The Borough reserves the right to hire a qualified applicant before the deadline.