

Classifieds

Technical Assistant to the Construction Official - Linden City.

The City of Linden seeks a skilled and experienced Technical Assistant to the Construction Official (TACO). This position will work under the direction of the Construction Official. The ideal candidate will have 5+ years of UCC experience, have a good understanding of the **New Jersey Uniform Construction Code Municipal Procedure Manual** including building codes, construction practices, permit processes, the ability to interpret and apply local ordinances; and outstanding communication, customer service, and organizational skills. High attention to detail is a must. Responsibilities include assisting residents, contractors and other departments, maintaining essential logs records and files, responding to OPRA requests, reviewing applications and other documents for completeness and accuracy. Schedule and record results of all inspections, reconcile bank statements, prepare daily deposits, purchase requisitions, prepare and submit required reports to the DCA. Qualified candidates must possess a New Jersey Technical Assistant Certificate, high school diploma or equivalent (additional education in construction management or a related field is preferred), must have a working knowledge of Microsoft Word and Excel, Spatial Data Logic, and Edmunds. A valid NJ driver's license is required. Full-time Compensation range: \$37,298 - \$64,807. Please note that the City of Linden reserves the right to interview and/or select a candidate prior to the closing of this ad. No phone calls, please. The City of Linden is an equal opportunity employer and is committed to a diverse and inclusive workplace. To learn more and apply, visit

<https://linden-nj.gov/documents/open-job-opportunities-with-the-city-of-linden/>