



STEVEN M. FULOP
MAYOR OF JERSEY CITY

CITY OF JERSEY CITY DEPARTMENT OF HUMAN RESOURCES

CITY HALL | 280 GROVE STREET | JERSEY CITY, NJ 07302
P: 201 547 5217 | F: 201 547 5022



JOANNE ROSA
DIRECTOR

Job Opening: Assistant Construction Code Official

Department: Housing, Economic Development, and Commerce

Division: Office of Construction Code

Exempt/Non-Exempt: Non-Exempt

Union/Management: Union

Full-Time/Part-Time/Seasonal: Full-Time

Workweek: Monday-Friday – 37.5 hours per week, and as needed

Salary: \$90,000- \$100,000, based on qualifications and experience. Competitive Jersey City retirement and health benefits package available, including pension, dental, medical, prescription, FSA (flexible spending account), life insurance, and more.

The City of Jersey City is seeking an Assistant Construction Code Official to support the Department of Housing, Economic Development, and Commerce by assisting the Construction Official in overall administrative responsibility for administering and enforcing provisions of the New Jersey Uniform Construction Code. The ideal candidate will have familiarity and expertise in construction management and building inspection.

Job Duties:

- Assists in planning, organizing, coordinating, and directing the operations of the Inspections Services.
- Applies independent judgment in defining and assigning projects, work methods, techniques, and procedures.
- Assists in providing leadership, direction, and guidance in technical processes and procedures.
- Manages implementation and enforcement of building safety regulations.
- Manages Inspection Services, plan review, and permitting services.
- Assists as principal advisor and subject-matter expert on building safety issues.
- Evaluates and analyzes technical issues, interpret City codes and ordinances, and advises on specialized areas of technical expertise.
- Assists with directing, coaching, and training staff and evaluating performance.
- Meets regularly with staff to discuss and resolve priorities, workload, resource allocation, quality standards, and technical issues.
- Monitors operations to identify and resolve problems.
- Assures projects meet scope, schedule, and quality requirements.
- Assists in determining the Construction Code Division's objectives and evaluates progress toward achieving goals.
- Assists in managing the collection, analysis, and reporting of the Construction Code Division's data.
- Reviews technical documents and other records to evaluate data quality and accuracy.
- Identifies and corrects errors and inconsistencies in documents and reports.
- Directs the coordination of plans and issues with other state and regional agencies.

The City of Jersey City is an Affirmative Action/Equal Employment Opportunity Employer and complies with all applicable federal and state laws, rules and regulations relating to anti-discrimination and anti-harassment.



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- Assists in analyzing operational information, evaluate trends, and assures building safety issues are properly addressed and resolved.
- Develops and presents reports and recommendations in public meetings.
- Assumes all duties, responsibilities, and authority of the Construction Official in his/her absence.
- Supports the relationship between the City of Jersey City and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and City staff.
- Maintains confidentiality of work-related issues and City information.
- Has an interest in expanding Jersey City's use and support of green building technologies.
- May be required to respond after-hours, including holidays and weekends, in the event of a departmental or City-wide emergency.
- Performs other duties as assigned.

**Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.*

Required Education: Associates or Bachelor's Degree in Construction Management, Engineering, or Engineering Technology.

Required Experience:

- Seven years of experience in construction management and building inspection, which must have included supervisory experience.
- Experience running and organizing a mid-sized organization.
- Experience with construction and/or land management software.
- Previous experience as a Construction Official or Subcode Official.
- Knowledge of and experience with green building technologies.

Required Licenses/Certifications:

- Must possess a valid New Jersey Driver's License.
- Must be licensed HHS or multi-licensed in one of the technical licenses, with Subcode and Construction Official Licenses.
- LEED Accredited Professional.

Essential Skills:

- Knowledge of federal, state, county, and local codes, ordinances, and regulations relating to Construction Codes (building, electrical, mechanical, plumbing, and others).
- Knowledge of the construction industry and building trades principles and practices
- Ability to read and interpret building plans and technical specifications and checking details, estimates, plans, and specifications of projects.

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- Ability to apply technical knowledge of building trades work and using sound inspection methods to determine workmanship quality and detect deviations from plans, specifications, and standard practices.
- Ability to provide advice and consultation on construction methods and technical requirements.
- Ability to establish and maintain cooperative working relationships with City employees, elected officials, regional community development agencies, advocacy groups, and the general public.
- Ability to manage staff, delegate tasks, and authority and coach to improve staff performance.
- Knowledge of the internal functioning of the City government and community needs.
- Knowledge of effective customer service principles and techniques.

This is a Civil Service Job and you must eventually pass and qualify for an applicable Civil Service title.

To apply for this job with the City of Jersey City fill out our [Employment Application](#).

Please note that this role is subject to the residency requirements set forth by the [NJ First Act](#).

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