



POSITION TITLE: Construction Official / Civil Service #05045

HOURS: Operational hours 8:00 am – 4:00 pm

Under direction, has chief administrative responsibilities for administering and enforcing the provisions of the New Jersey Uniform Construction Code; does other related jobs as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Directs, plans, organizes, and supervises staff and activities involved in enforcing regulations of the New Jersey Uniform Construction Code (UCC). Develops the work program with effective/appropriate procedures, analyzes inspection problems, and establishes appropriate work methods. Executes plans for utilization of available funds, personnel, equipment, materials, and supplies. Prepares a budget and maintains balances. Arranges for contractual inspections and reviews reports submitted by the contracted agency. Enforces regulations of the UCC.

Provides applications for construction work and assists the public in preparing same when necessary; reviews applications for completeness as to form and for verification of prior approvals; requests additional documentation concerning prior approvals. Upon receipt of completed applications, determines the appropriate fee for the required work, collects fees/penalties, and ensures that funds are properly accounted for.

Issues construction permits, certificates of occupancy, and temporary certificates of occupancy on receipt of approval of all appropriate subcode officials.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

REQUIREMENTS:

Applicants must hold a Construction Official license issued by the Department of Community Affairs.

NOTE: Where the construction official also serves as one or more sub code officials, applicants must possess the appropriate sub code official license and will be required to possess a technical license of the appropriate level (HHS, ICS, RCS) in a specified discipline (building inspector, electrical inspector, fire protection inspector, plumbing inspector, or elevator inspector).

Appointees will be required to possess a driver's license valid in New Jersey only if operating a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

APPLICATION PROCEDURE:

Interested applicants must submit an application and Resume to:

Hope Pinto

Human Resources Director Email: hpinto@wildwoodnj.gov Phone: (609) 846-2003

Applications: <https://wildwoodnj.gov/>

DEADLINE JUNE 4, 2026