

**Technical Assistant to the Construction Official (Lead)**

**TECHNICAL ASSISTANT TO THE CONSTRUCTION OFFICIAL – CITY OF SUMMIT,  
UNION COUNTY**

The City of Summit seeks a skilled and experienced Technical Assistant to the Construction Official (TACO) to be the lead TACO. This position will manage, oversee, and develop the work program for all UCC technical assistants and staff assistants and will work under the direction of the Construction Official. The ideal candidate will have 5+ years of UCC managerial experience, have a good understanding of the New Jersey Uniform Construction Code Municipal Procedure Manual including building codes, construction practices, and 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, maintain essential logs records and files, and respond to OPRA requests, review applications and other documents for completeness and accuracy. Schedule and record results of all inspections, reconcile bank statements, prepare daily deposits, 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.

Compensation is DoQ. Application deadline is January 12, 2025. Please note that the City of Summit reserves the right to interview and/or select a candidate prior to the closing of this ad. No phone calls, please. The City of Summit is an equal opportunity employer and is committed to a diverse and inclusive workplace. To learn more and apply,

visit <https://www.primepoint.net/Recruitment/#/SUMMCI/index.html?job=1008495>