



CITY OF PERTH AMBOY

Job Posting

TITLE:	Construction Official
SALARY:	Minimum, \$101,806; additional compensation considered for additional HHS sub-code licenses.
DEPARTMENT:	Code Enforcement
DATE POSTED:	August 10, 2026
DEADLINE:	August 24, 2026

The City of Perth Amboy is seeking an experienced, highly motivated, and customer-focused professional to serve as its next Construction Official. This full-time leadership opportunity is available due to a pending retirement and offers the chance to lead one of the City's busiest departments while supporting the continued growth and redevelopment of one of New Jersey's most historic and vibrant communities.

The Construction Official serves as the administrative head of the Construction Department and is responsible for directing daily operations, administering, and enforcing the New Jersey Uniform Construction Code, applicable State regulations, and local municipal ordinances. The successful candidate will be an exceptional leader committed to regulatory excellence. The Construction Official serves as the administrative head of the Construction Department and is responsible for directing daily operations, administering, and enforcing the New Jersey Uniform Construction Code, applicable State regulations, and local municipal ordinances. The successful candidate will effectively oversee permitting, inspections, plan review, and the direct supervision of subcode officials, inspectors, and office staff, among other related duties.

Essential Responsibilities

The Construction Official is responsible for administering and enforcing the provisions of the New Jersey Uniform Construction Code, applicable State regulations, and local municipal ordinances. Responsibilities include, but are not limited to:

- Directing the day-to-day managerial and administrative operations of the Construction Department.
- Supervising and coordinating the work of all subcode officials, inspectors, and departmental personnel.
- Administering and enforcing all applicable construction codes and municipal ordinances to protect the health, safety, and welfare of the public.
- Providing leadership in permitting, inspections, code enforcement, and plan review activities.
- Working collaboratively with developers, contractors, residents, business owners, consultants, elected officials, and municipal departments to facilitate timely and effective project reviews.
- Promoting a culture of professionalism, accountability, responsiveness, and exceptional customer service.
- Managing departmental operations in a high-volume environment while ensuring regulatory compliance and operational efficiency.
- Performing related duties as assigned.

Qualifications

The successful candidate must possess:

- Valid **New Jersey Construction Official License** issued by the New Jersey Department of Community Affairs.
- Valid **Subcode License (HHS Level)**, preferably Building and/or Fire.
- Valid New Jersey Driver's License in good standing.

Candidates should also possess:

- A minimum of five (5) years of progressively responsible supervisory and administrative experience in a high-performing municipal construction or building department, or an equivalent combination of education, training, and experience.
- Demonstrated leadership and management abilities.
- Extensive knowledge of the New Jersey Uniform Construction Code and related regulations.
- Outstanding customer service and public relations skills.
- Strong organizational, analytical, and problem-solving abilities.
- Excellent oral and written communication skills.
- Must be computer literate – experience with Spatial Data Logic and Edmunds, Microsoft Outlook, Word, and Excel, preferred.
- Ability to manage multiple priorities in a fast-paced environment.
- Ability to establish and maintain effective working relationships with employees, public officials, contractors, consultants, developers, stakeholders, and members of the public.
- Self-motivated with a commitment to continuous improvement and professional excellence.

Compensation & Benefits

- **Salary: \$101,806 – \$126,989**, commensurate with experience and qualifications.
- **Additional compensation** may be considered for candidates possessing multiple HHS subcode licenses.
- Excellent benefits package, including health insurance, paid leave, pension participation, and other benefits provided in accordance with City policy and applicable agreements.

How to Apply

Interested candidates should submit the following:

- Cover Letter
- Resume
- Three Professional References
- Copies of all applicable New Jersey Construction Official and Subcode Licenses

to the City of Perth Amboy, Personnel Office at 260 High Street, Perth Amboy, NJ 08861, or email to employment@perthamboynj.org

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