

The Borough of Newfield is currently accepting applications for a part time Construction/Sub Code Official and Zoning/Code Enforcement Officer. Official/Officer responsible for administering and enforcing the provisions of the New Jersey Uniform Construction Code ("NJ UCC") and state zoning laws, the inspection of new and existing buildings and structures to ensure compliance with the NJ UCC and Borough Ordinances, and other necessary related duties. Examples of work include arranging for contractual inspections, review reports and plans submitted, review applications for completeness in form and substance, determination of proper fees for work required, issuance of permits, determine penalties for noncompliance of penalty notices, ensure required inspections are performed timely prior to issuance of certificates of occupancy, record stop work orders, attend meetings and hearings, file court complaints and appear in court, conduct field inspections, and utilize various electronic and/or manual recording and information systems. Knowledge and abilities required include record keeping; preparation of reports; legal methods of enforcement; purpose/fundamentals of zoning laws, Borough Ordinances, stop orders, notices of penalty and court action; powers and procedures for hazardous conditions and emergencies; subcode provisions including structural, durability, and weatherability requirements; classification of structures into class category, electrical subcode provisions including minimum service and appliances and basic circuits; fire prevention and protection code provisions; plumbing subcode provisions. Proficiency in MC Systems software is preferred. Self-initiated enforcement is vital to fulfilling required standard of performance. Must possess a Construction Official license issued by the Department of Community Affairs, RCS and HHS licenses at levels necessary for inspections and enforcement, and a valid New Jersey driver's license. Salary commensurate with qualifications and experience. Letters of interest with attached resumes must be submitted by October 10, 2021, to the Borough Clerk/Administrator, Toni L. Van Camp, via email [tvancamp@newfieldboro.org](mailto:tvancamp@newfieldboro.org) or mail to Borough of Newfield, PO Box 856, Newfield, NJ 08344, attention: Toni L. Van Camp.