

Technical Assistant/Administrative Assistant for Construction Department – Full-Time or 20+-hour Part-Time

Department: Building

Date:

Job Summary

The Borough of Montvale is seeking Technical Assistant/Administrative Assistant for the Construction Department on either a 20+-hour Part-Time or a Full-Time basis.

Under direction of the Construction Official, this person will provide technical assistance in the issuance of construction permits to ensure compliance with the provisions of the New Jersey Uniform Construction Code (UCC) as well as verifying administrative completeness/accuracy of permit applications. In addition, provides secretarial/administrative support to the Building Department Office, Engineer and Board of Health. Compiles various business records and reports, performs extensive data entry, perform mathematical calculations, schedules appointments, heavy telephone work, accurate filing and other clerical tasks as needed. A secretary/clerk must be self-initiating and self-directing. This employee is expected to display a high degree of experience and skill in this position. Technical Assistant Certification is a plus. A construction background and a desire to work in a construction-based atmosphere preferred. Salary will be based on experience. Salary range is \$50,000 to \$65,000, plus benefits for Full-Time. Part-time salary is pro-rated based on hours, without benefits. Building department is open 7-4 Monday, Tuesday, Wednesday, 7-3 Thursday and 8-12 Friday. Part-time hours are negotiable. Applications should specify whether applying for FT or PT. The Borough of Montvale is an Equal Opportunity Employer. The Borough reserves the right to conduct interviews prior to the application deadline as qualified candidates are identified.

Please send resumes and cover letter to Joseph Voytus, Borough Administrator, at jvoytus@montvaleboro.org by August 30, 2024.