

Job Title: Technical Assistant to the Construction Official (T.A.C.O.)

Department: Construction Office / Building Department

Job Type: Full-Time, Classified Civil Service

Bargaining unit applications first with priority

Salary Range: up to \$55,000 yearly- salary ordinance

Posting Date: 9/15/2025

Closing Date: "Open Until Filled"

Position Summary:

The Borough of Keyport is seeking a qualified and organized individual to serve as a **full-time Technical Assistant to the Construction Official (T.A.C.O.)**. The T.A.C.O. performs technical and administrative duties in support of the Construction Official and ensures compliance with the Uniform Construction Code (UCC) of New Jersey. This position is governed by **New Jersey Civil Service regulations** and may be subject to competitive testing and certification.

Responsibilities:

- Review permit applications for completeness and accuracy in accordance with the UCC.
 - Issue permits and certificates under the direction of the Construction Official.
 - Maintain accurate records and logs of permit applications, inspections, and code compliance activities.
 - Schedule inspections and coordinate with inspectors and contractors.
 - Assist residents, developers, and contractors with inquiries related to building permits and code requirements.
 - Enter and manage data in electronic permitting and construction management systems.
 - Prepare reports, correspondence, and other documentation as required.
 - Ensure timely and professional communication with the public, other municipal departments, and regulatory agencies.
 - Perform clerical and office management duties to support departmental operations.
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Requirements:

Education and Experience:

- High school diploma or equivalent required.
- Minimum of **two (2) years of experience** in work involving building construction codes, permit processes, or municipal government is preferred.
- Previous experience in a Construction or Code Enforcement Office is highly desirable.

Certification:

- **Must possess a valid Technical Assistant to the Construction Official (T.A.C.O.) certification** issued by the **New Jersey Department of Community Affairs (DCA)**, or obtain certification within one year of appointment, per NJAC 5:23-5.5.
- Proficiency with permitting software GovPilot is a plus.

Skills:

- Strong knowledge of the Uniform Construction Code (UCC) and permitting procedures.
 - Excellent organizational, communication, and interpersonal skills.
 - Ability to multitask and handle high-volume administrative tasks with accuracy and professionalism.
 - Proficient in Microsoft Office Suite (Word, Excel, Outlook).
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EEO/ADA Statement:

The **Borough of Keyport** is an **Equal Opportunity Employer**. In compliance with the **Americans with Disabilities Act (ADA)**, reasonable accommodations will be provided to qualified individuals with disabilities.

How to Apply:

Interested candidates must submit:

- A cover letter; A current resume; Copy of T.A.C.O. certification (if applicable); application www.keyportonline.com
- Email to dnellis@keyportonline.com, Confidential Secretary