

ORDINANCE #2-15

AN ORDINANCE CREATING THE POSITION OF TECHNICAL ASSISTANT TO THE CONSTRUCTION OFFICIAL IN THE BOROUGH OF KEYPORT

WHEREAS, the Borough of Keyport seeks to establish the position of Technical Assistance to the Construction Official in order to appropriately staff the Building Department of the Borough of Keyport.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the Borough of Keyport as follows:

SECTION I. Establishment of Position; Appointment; Duties.

A. Within the Building Department of the Borough of Keyport, there shall be created the position of Technical Assistant to the Construction Official, who shall be a person qualified by education, training and experience to perform the duties of the title.

B. The Technical Assistant to the Construction Official shall be appointed by, and serve at the pleasure of, the Mayor and Council.

C. The Technical Assistant to the Construction Official shall, under direction the Construction Official and Sub-Code Officials, provide technical assistance pertaining to the issuance of construction permits to ensure compliance with the provisions of the New Jersey Uniform Construction Code and model codes, and such other duties as may be required by the Construction Official or Sub-Code Official, including, without limitation the following:

1. Reviewing applications for construction permits to ensure all necessary information and documents are included and requesting additional information as instructed or directed by the appropriate Sub-Code or Construction official.
2. Issuing construction permits after approval and authorization have been granted by the appropriate Sub-Code official.
3. Aiding the general public by providing information of a technical nature concerning the requirements and standards relating to the Uniform Construction Code.
4. Calculating routine fees, collecting fees and penalties as directed by Sub-Code and/or Construction Official and issuing receipts.
5. Determining and requesting prior approvals and plan review in accordance with the Uniform Construction Code.
6. Determining the type of certificate required at job conclusion.
7. Consulting with solicitors, architects, owners, and contractors on compliance problems.
8. Reviewing inspection logs for overdue inspections, and may take appropriate action for non-compliance according to Uniform Construction Code regulations.
9. Gathering information and data to answer inquiries and to prepare reports.
10. Maintaining inspection logs for all subcodes.
11. Monitoring plan review deadlines.

12. Providing a variety of code services to the general public in one or more functional areas.

13. Preparing reports, narratives, and correspondence.

14. Maintaining records and files.

15. Providing support and technical assistance to staff; may provide guidance to clerical staff.

16. Utilizing (and learning to utilize) various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

SECTION II. Inconsistent Ordinances.

All Ordinances or parts thereof inconsistent with the provisions of this Ordinance are hereby repealed.

SECTION III. Severability.

Each section, subsection, sentence, clause and phrase of this Ordinance is declared to be an independent section, subsection, sentence, clause and phrase, and the finding or holding of any such portion of this Ordinance to be unconstitutional, void, or ineffective for any cause, or reason, shall not affect any other portion of this Ordinance.

SECTION IV. Effective Date.

This Ordinance shall be in full force and effect from and after its adoption and any publication as may be required by law.

Introduced: February 3, 2015

Public Hearing: February 17, 2015

Adopted: February 17, 2015



Valerie T. Heilweil, RMC
Borough Clerk
Borough of Keyport



Harry M. Armack, II, Mayor
Borough of Keyport