

Rick Miller
Mayor
mayormiller@berlinnj.org

Municipal Building
59 South White Horse Pike
Berlin, New Jersey 08009



Anne Marie Miller
Administrator
amiller@berlinnj.org

Phone: (856) 767-7777 ext. 311
Website: www.berlinnj.org

Municipal Construction Official – Job Posting

The Borough of Berlin, New Jersey, is seeking a qualified and motivated **Municipal Construction Official** to oversee and manage the daily operations of the Construction Office in accordance with the New Jersey Uniform Construction Code (UCC) and all applicable state and local regulations.

Position: Municipal Construction Official

Status: Part-Time

Location: Borough of Berlin, NJ

Application Deadline: Open Until Filled

Responsibilities Include:

- Administer and enforce the New Jersey Uniform Construction Code.
- Oversee all construction activities, inspections, and permitting processes.
- Supervise and coordinate the work of subcode officials, inspectors, and office staff.
- Review and approve construction plans, permit applications, and inspection reports.
- Ensure compliance with state regulations, municipal ordinances, and safety standards.
- Maintain accurate records, reports, and documentation as required by the UCC.
- Provide guidance and assistance to homeowners, contractors, developers, and the public.
- Attend meetings and provide updates to municipal administration as needed.

Qualifications:

- Valid **NJ Municipal Construction Official license** issued by the Department of Community Affairs (DCA).
- Strong knowledge of the NJ Uniform Construction Code and related regulations.
- Experience working in a municipal construction office or similar environment.
- Excellent communication, organizational, and customer service skills.
- Ability to work collaboratively with municipal staff, professionals, and the public.

Compensation:

Salary commensurate with experience and in accordance with municipal guidelines.

How to Apply:

Interested candidates should submit a **cover letter** and resume to:

Anne Marie Miller
amiller@berlinnj.org
59 S. White Horse Pike