Part-time Construction Technical Assistant and Office Assistant

29½ hours per week
$20 per hour

Position Summary:

The Construction Technical Assistant provides administrative and technical support to the Construction Department as well as support for the Housing and Code Enforcement Department and other office duties as necessary. This position tracks permits and inspections, maintains records and supports inspectors to ensure projects comply with local codes, ordinances, and regulations. In addition to working with Construction officials this individual will also provide clerical support to the Housing and Code Enforcement Official as well as accepting water/sewer/tax payments and entering all payments into the Edmunds system and providing clerical support to the Celebrations Committee as well as performing office duties as needed.

Key Responsibilities:

Project Support & Coordination

Construction Assistant

- Maintain and update project files, permits, contracts, inspection reports, and related documentation, including scheduling inspections for Inspectors.
- Coordinate communication between inspectors, contractors, and residents as needed.

Housing & Code Enforcement

- Assist the Code Enforcement Officer with scheduling and clerical support

Edmunds System

- Enter Borough transactions (e.g. water/sewer/tax/dog licensing etc.) payments into the accounting tracking system

Celebrations Committee and General Administrative Duties

- Provide clerical support to the Borough's Celebration Committee (e.g. track donations, send out letters requesting support, etc.) and perform general office tasks as needed

Payments to the Borough

- Responsible for depositing miscellaneous payments into the Borough's banking accounts

Administrative Duties

- Draft correspondence, meeting notes, project summaries, and other documentation.
- Maintain databases, spreadsheets, and other Word documents

Communication & Public Interaction

- Serve as a liaison between contractors, municipal staff, and the public regarding construction and general business inquiries.
- Respond to public questions and concerns in a professional manner.

Qualifications:

Education & Experience

- High school diploma required, Construction Technical Assistance certification preferred
- Proficient in Word, Excel and Outlook (knowledge of the Edmunds system helpful)

Skills

- Strong organizational, multitasking, and communication skills
- Proficiency with Microsoft Office and the Edmunds system
- Strong customer service skills

Send resume (email, hand-delivered or mail) and employment application on our web site at: https://westville-nj.com/public-notices/employment-opportunities/ to:

Ryan Giles, Administrator
Borough of Westville
165 Broadway, Westville, NJ 08093
email: rgiles@westville-nj.com
Deadline to submit is: October 30, 2026

Questions, call 856-456-2343