



City of Port Republic

BRANDY M. BLEVIN, RMC, CMR
MUNICIPAL CLERK
REGISTRAR OF VITAL STATISTICS

JOB POSTING

Construction Official (Part-time) – Port Republic City, Atlantic County. The City of Port Republic is seeking a New Jersey Division of Consumer Affairs licensed Construction Official, Zoning Officer and Code Enforcement Officer, with additional Technical Licenses as a Building and Fire subcode Official. The ideal candidate will also be certified as a ASFPM Certified Floodplain Manager, and have experience with coastal regions. Candidate should have a familiarity with Port Republic Municipal Land Use Regulations. Candidate must have excellent communication skills and have the ability to interact professionally with the public and City Officials. Responsibilities include, but are not limited to: Overseeing and enforcing all aspects of the Construction Office; Review building plans; specifications and construction documentation for compliance with NJ UCC regulations and municipal codes; Coordinate and schedule inspections for construction projects; Respond to inquiries from contractors, architects, engineers, and the public, regarding code enforcement procedures and requirements; Investigate complaints and violations, issue citations or penalties as necessary; Collaborate with other municipal departments to ensure the safety and legality of construction activities, as well as other related duties as required.

Salary is commensurate with qualifications and experience.

Interested candidates should submit a cover letter and resume, outlining job history, education and salary requirements via mail to: Brandy M. Blevin, City Clerk, City of Port Republic, 143 Main Street, Port Republic, NJ 08241 or email brandy@portrepublicnj.org, by April 23, 2025. References to be furnished upon request.