

ORDINANCE NO. 2388

AN ORDINANCE AMENDING CHAPTER XIII, ARTICLE I, SECTION 13-1.10 OF THE CODE OF THE BOROUGH OF ROSELLE PARK ESTABLISHING THE DUTIES FOR THE POSITION OF CONTROL PERSON

BE IT ORDAINED by the Mayor and Council of the Borough of Roselle Park, County of Union, and State of New Jersey that Chapter 13, Article 1, Section 13-1.10 be and is hereby amended as follows:

SECTION 1.

13-1.10 Building Department Control Person

a. *Position Created.* There is hereby created the position of Control Person in the Roselle Park Building Department. The Control Person shall be under the direct supervision of the Construction Code Official and the Mayor and Council or their designee.

b. *Duties.* The duties of the position of Control Person in the Office of the Roselle Park Building Department shall include but in no way shall be limited to the following:

- Prepare monthly, quarterly and yearly reports regarding construction permit and DCA fees for Municipality and State
- Order and maintain supplies for construction office
- Review submitted permit applications for completeness
- Once permit applications are reviewed by Sub-code officials Input information into system and generate permits
- Collect permit fees and issue approved permits
- Input permit and other fees collected into the computer system
- File open and closed permit applications
- Contact homeowners/contractors for additional permit information, if needed
- Courteously answer questions from the public regarding permit application procedures
- Answer construction department telephones to assist the public with construction permit issues
- Collect fees and Schedule appointments for Certificate of Occupancy inspections
- Prepare, mail and file Certificate of Occupancy/approval for fully inspected and completed permits
- Prepare and send Notices of Violations and Penalties as requested by the Construction Official
- Prepare correspondence for Construction Official
- Gather and submit information for OPRA requests

- Schedule Sub-Code permit inspections and forward inspection request to Sub-Code Officials
- Enter results of Sub-Code inspections into the computer system
- Perform such other duties as the Mayor and Council or the Construction Official may require, order or direct

c. Compensation. The annual salary of the position of Control Person hereby created in the Building Department shall be as provided in a Salary Ordinance. (1980 Code §§ 43-124—43-126)

SECTION 2. If any section or portion of a section of this Code shall be invalid for any reason, such invalidity shall not affect the validity of the remaining sections or portions of this Ordinance.

SECTION 3. All ordinances or parts of ordinances, to the extent that they are inconsistent herewith, are hereby repealed.

SECTION 4. This amendment to the Code of the Borough of Roselle Park shall become effective upon publication and in accordance with law.

Introduced: August 15, 2013

Adopted:

Mayor

Attest: _____
Borough Clerk