



THE TOWNSHIP OF BRIDGEWATER

100 COMMONS WAY / BRIDGEWATER, N.J. 08807
908/725-6300 / FAX # 908/725-3365

JOB POSTING

POSITION:	Technical Assistant
POSTING DATE:	7/13/2022
CLOSING DATE:	8/13/2022 @ 5:00 pm (Eastern)
JOB TYPE:	Full-Time
REPORTS TO:	Office Manager/Supervising Technical Assistant, Dept. of Municipal Services
UNION AFFILIATION:	BMEA
SALARY GRADE & RANGE:	Grade H, Minimum \$44,713.52/ Maximum \$73,082.03

RESPONSIBILITIES AND DUTIES

- Provide a variety of code services to the general public in one or more functional areas requiring knowledge or experience with model codes, rules, principles and practices; providing information concerning the requirements and standards in the Uniform Construction Code.
 - Supply necessary forms relating to permits; review applications for construction permits to ensure all necessary information and documents are included.
 - Issue permits and certificates after approval and authorization; review routing fee calculations for permits; collect fees and penalties and issue receipts accordingly, and maintain records and files.
 - Prepare and maintain records for all purchase requisitions and permit refunds.
 - Review plans and permit applications for completeness before submittal to Construction Official for final approval.
 - Prepare daily and monthly transmittal reports and reconcile with the Finance Department.
 - Prepare quarterly reports for the State, statements for the State DCA fees and vouchers for monthly reports.
 - Order all UCC forms, prepare documentation for monthly reports (SRVSA) and assist in budget preparation.
 - Perform other duties as assigned.
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QUALIFICATIONS

- Two years of work experience involving processing, reviewing and issuing construction permits preferred.
 - Knowledge of the administrative provisions of the NJ Uniform Construction Code preferred.
 - Certificate as Technical Assistant to the Construction Official (TACO) issued by the Department of Community Affairs must be obtained within 24 months and maintained.
 - Working knowledge of all Microsoft Office programs.
 - Strong customer service skills.
 - Excellent verbal and written communications skills.
 - Knowledge of Spatial Data Logic software preferred.
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SUPPLEMENTAL INFORMATION

- **Authorization to Work:** US citizenship is not required. Selected candidate must be authorized to work in the US according to Department of Homeland Security, US Citizenship and Immigration Services regulations.
 - **Residency Law:** Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all persons newly hired must establish, and then maintain, principal residence in the State of New Jersey.
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HOW TO APPLY

All applicants are required to fully complete and sign an employment application available at https://www.bridgewaternj.gov/wp-content/uploads/2020/01/Bridgewater-Township-Employee-Application_2019.11.20.pdf. To apply, submit a resume and employment application to personnel@bridgewaternj.gov, no later than 5:00 pm on 8/13/2022. Please put "Technical Assistant" in the subject line of the email.

AN EQUAL OPPORTUNITY EMPLOYER