



THE TOWNSHIP OF BRIDGEWATER

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

JOB POSTING

Title of Position: **Technical Assistant (Code Division)**

Reports to: Construction Official

Responsibilities and Duties

- Provides 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.
- Supplying 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, 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 preparation of budget.
- Performs other duties as assigned.

Qualifications

- Two years of work experience involving the processing, reviewing and issuing of construction permits
- Knowledge of the administrative provisions of the NJ Uniform Construction Code
- Completion of the "Technical Assistant to the Construction Official" course within one year
- Working knowledge of all Microsoft programs
- Strong customer service skills
- Excellent verbal and written communications skills

Compensation: \$43,836.78

Grade: H

Union: BMEA

Work Hours: Monday through Friday 9 am to 5 pm

It interested, please fill out an application available on our website at www.bridgewaternj.gov, under "Employment Opportunities" with a resume and email to: www.personnel@bridgewaternj.gov.

Posting Date: 9-19-2017

Closing Date: 9-26-2017

An EEO Employer M/F/H/V