



# 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:** 01/24/2020  
**CLOSING DATE:** 02/20/2020 at 5:00 pm (Eastern)  
**JOB TYPE:** Full-time  
**REPORTS TO:** Construction Official  
**UNION:** Bridgewater Municipal Employees Association (BMEA)  
**SALARY GRADE:** H  
**SALARY RANGE:** Minimum \$44,713.52 / Maximum \$73,082.03  
**WORK HOURS:** Monday through Friday, 9:00 AM – 5:00 PM

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### 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 preparation of budget.
- Perform other duties as assigned.

### QUALIFICATIONS

- Two years of work experience involving processing, reviewing and issuing 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
- Knowledge of Spatial Data Logic software

### SUPPLEMENTAL INFORMATION

Terms and conditions of employment will be governed by the applicable collective bargaining agreement.

**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. The employment application is available at [https://www.bridgewaternj.gov/wp-content/uploads/2020/01/Bridgewater-Township-Employee-Application\\_2019.11.20.pdf](https://www.bridgewaternj.gov/wp-content/uploads/2020/01/Bridgewater-Township-Employee-Application_2019.11.20.pdf)

To apply, submit a resume and fully completed and signed employment application to [personnel@bridgewaternj.gov](mailto:personnel@bridgewaternj.gov), no later than 5:00 pm on 02/20/2020.

AN EQUAL OPPORTUNITY EMPLOYER