



THE TOWNSHIP OF BRIDGEWATER

100 COMMONS WAY / BRIDGEWATER, NJ 08807

908/725-6300 / FAX 908/725-3365

JOB POSTING

POSITION TITLE: SENIOR TECHNICAL ASSISTANT
POSTING DATE: 1/30/2024
CLOSING DATE: 2/29/2024 @ 5:00 pm (Eastern)
JOB TYPE: Full-Time
REPORTS TO: Office Manager/Senior Technical Assistant
UNION: Non-Union
SALARY GRADE/ RANGE: Grade J; Minimum \$49,067.47/ Maximum \$78,260.68

DUTIES AND RESPONSIBILITIES

Under the supervision of the Office Manager/Senior Technical Assistant, the Senior Technical Assistant provides a variety of code services for the general public in one or more functional areas requiring knowledge or experience with model codes, rules, principles and practices, including but not limited to:

- Provides information concerning the requirements and standards in effect as they relate to the Uniform Construction Code;
 - Administers entire permit process (intake, review for completeness, calculating fees, scheduling inspections, permit issuance, etc.) including records management requirements pursuant to the UCC;
 - Supervises all Technical Assistants and Technical Assistant Trainees in the absence of the Office Manager/Senior Technical Assistant;
 - Processes, organizes, and files all purchase requisitions, attendance records, permit refunds, correspondence, reports, narratives, and records and files for Construction Official;
 - Reviews plans and permit applications for completeness before submittal to Construction Official for final approval.
 - Prepares daily and monthly transmittal reports and reconciles with the Finance Department;
 - Prepares reports for the State as well as monthly/quarterly reports as required
 - Responds to Open Public Records Act (OPRA) requests
 - Maintains elevator records for semi-annual inspection report for status, billing and payment.
 - Submits final approval for Certificates of Compliance;
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MINIMUM QUALIFICATIONS

- Two to four years of work experience as a Technical Assistant preferred
 - Thorough knowledge of the administrative provisions of the NJ Uniform Construction Code preferred
 - Working towards or willing to obtain a New Jersey Technical Assistant Certificate. Additional compensation available upon Certificate completion. The Township will fund course tuition.
 - Experience with SDL preferred
 - Strong customer service skills required
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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.

HOW TO APPLY

To apply, submit a resume and completed and signed employment application to personnel@bridgewaternj.gov, no later than 5:00 pm on February 29, 2024. Please put “Senior TA” in the subject line of the email. The employment application is available at https://www.bridgewaternj.gov/wp-content/uploads/2023/05/Fillable_Bridgewater-Township-Employee-Application_2023.pdf

AN EQUAL OPPORTUNITY EMPLOYER