



THE TOWNSHIP OF BRIDGEWATER

100 COMMONS WAY / BRIDGEWATER, NJ 08807

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

JOB POSTING

POSITION TITLE: TECHNICAL ASSISTANT
POSTING DATE: 6/1/2026
CLOSING DATE: 6/30/2026 @ 5:00 pm (Eastern)
JOB TYPE: Full-Time
REPORTS TO: Office Manager/Senior Technical Assistant
UNION: Non-Union
SALARY GRADE/ RANGE: Grade I: Minimum \$44,095.13/ Maximum \$73,140.18; Comprehensive benefits package, including medical, dental, and prescription coverage, vacation, sick and personal leave

DUTIES AND RESPONSIBILITIES

Under the supervision of the Office Manager/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 UCC
 - Administers entire permit process (intake, review for completeness, calculating fees, scheduling inspections, permit issuance, etc.) including records management requirements pursuant to the UCC;
 - 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 submitting to Construction Official
 - 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

- One to three 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.
 - Experience with SDL strongly 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 employment application to personnel@bridgewaternj.gov, no later than 5:00 pm on June 30, 2026. Please put "Technical Assistant" in the subject line of the email.