



# Township of Bernards

1 Collyer Lane, Basking Ridge, NJ 07920

908-766-2510 • [www.bernards.org](http://www.bernards.org)

## JOB POSTING

**POSTING DATE:** May 1, 2025

**APPLICATION DEADLINE:** Until position is filled

<b>POSITION:</b> TACO (Technical Assistant to the Construction Official)		<b>POSITION AVAILABLE:</b> Immediate
<b>DEPARTMENT:</b> Construction		<b>REPORTS TO:</b> Construction Official
<b>POSITION TYPE:</b> Regular / Full-Time		<b>OVERTIME STATUS:</b> Non-Exempt (Eligible for Overtime)
<b>HOUR/WEEK:</b> 40	<b>SCHEDULE:</b> Monday-Friday	<b>SALARY:</b> \$25.00-\$29.00/hour DOQ

### **PRINCIPAL DUTIES:**

Provides technical assistance in the issuance of construction permits in order to assure compliance with the provisions of the New Jersey Uniform Construction Code and model codes. Also provides clerical support to the Construction Official and staff including inspection scheduling, record maintenance and customer assistance. Work is performed under general administrative direction of the Principal Technical Assistant to the Construction Official and the Construction Official.

### **JOB REQUIREMENTS:**

- Oversees the review of applications for construction permits to ensure all necessary information and documents are included and requests additional documenting information as required.
- Assists permit applicants and other customers by phone and in person.
- Issues permits and certificates after the appropriate Sub-Code Official and Construction Official have granted approval.
- Calculates fees, collects fees and penalties as appropriate.
- Prepares deposits and financial reports for Finance Department.
- Maintains daily, weekly, and monthly inspection logs for all sub-codes.
- Reviews inspection logs periodically for overdue inspections and takes appropriate action.
- Sets inspection schedules, based on priority of inspections to ensure completion within the time frames required by the UCC.
- Reviews construction permit applications and plans to determine prior approvals and plan reviews required for proposed work as well as the type of certificate needed at the conclusion of a project.
- In accordance with the Township Office of Emergency Management Code Enforcement Annex gathers data from field inspectors and prepares reports for agencies as required.
- Thorough knowledge of the administrative provisions of the New Jersey Uniform Construction Code as they relate to the activities of the office of the township Construction Official.
- Operating knowledge of computers and applicable software – MOffice, Spatial Data Logic, Edmunds or equivalent.
- Ability to analyze and explain the relevant local codes and ordinances, the NJ Uniform Construction Code.
- Assumes the duties of the PTACO in his or her absence.
- Performs other duties as required.

### **EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS**

**Education:** Any combination of education and experience equivalent to graduation from high school with office experience of a responsible nature.

**Licensing &/or Certifications:** NJ DCA Technical Assistant's License

**Experience:** Requires a minimum of 3 years of experience in a similar position

**Special Requirements:** A valid appropriate driver's license.

**CONTACT:** Send **resume and cover letter** to [employment@bernards.org](mailto:employment@bernards.org). All resumes will be reviewed and only those applicants chosen to move forward in the hiring process will be contacted.

### **BERNARDS TOWNSHIP IS AN EQUAL OPPORTUNITY EMPLOYER**

Effective 9/1/11, all employees of the State and local government must reside in the State of NJ, unless exempted under law. If you already work for State or local government as of 9/1/11, and you do not live in NJ, you are not required to move to NJ if there is no more than a seven-day break in employment. However, if you begin your office, position or employment on 9/1/11 or later, you must reside in NJ. If you do not reside in NJ, you have one year after the date you take your office, position or employment to relocate your residence to NJ. If you do not do so, you are subject to removal from your office, position or employment.