



THE TOWNSHIP OF BRIDGEWATER

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

POSTING

POSITION: Zoning Officer
POSTING DATE: 9/16/2024
CLOSING DATE: 11/2/2024 @ 5:00 pm (Eastern)
JOB TYPE: Full-Time
REPORTS TO: Land Use Administrator
SALARY RANGE: Grade L: Minimum: \$55,367.15 / Maximum \$91,839.64
WORK HOURS: Monday to Friday – 9:00 AM – 5:00 PM and as directed by the Director of Municipal Services

ESSENTIAL FUNCTIONS AND DUTIES:

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Interpret and enforce the provisions of the Township Zoning Ordinance.
- Enforce decisions made by the Board of Adjustment.
- Conduct field investigations and report on alleged Zoning violations.
- Attend court hearings.
- Attend Zoning Board meetings.
- Prepare minutes for Zoning Board meetings.
- Issue violation notices and summons to property owners not in compliance with the Zoning Ordinance, as necessary.
- Examine all applications to the Code Enforcement Division for construction permits, zoning permits, Certificate of Occupancy, and change of use permits to ensure compliance with the Zoning Ordinance or Board of Adjustment requirements.
- Process and record all zoning permits.
- Monitor and ensure accurate posting of money received.
- Prepare annual, financial, and year end reports.
- Provide assistance to the general public and other departments on zoning related matters.
- Perform other duties as assigned.

QUALIFICATIONS:

Preferred qualifications include:

- Zoning Officer Certification
- Knowledge of state and municipal codes
- Knowledge of SDL municipal software or equivalent
- Familiarity with proper procedures of inspecting properties
- General knowledge of the municipal legal systems
- Ability to deal firmly and politely with the public
- A background in planning, zoning, code enforcement, construction, or other related field is preferred.

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 November 2, 2024 . Please put “Zoning Officer” 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