



THE TOWNSHIP OF BRIDGEWATER

100 COMMONS WAY / BRIDGEWATER, NJ 08807

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

JOB POSTING

POSITION TITLE: Property Maintenance Code Enforcement Officer
POSTING DATE: 12/10/2024
CLOSING DATE: 1/10/2025 @ 5:00 pm (Eastern)
JOB TYPE: Full-Time
REPORTS TO: Zoning Officer
UNION: Non-Union
SALARY GRADE/ RANGE: Grade H; Minimum \$42,978.13/ Maximum \$70,060.57

DUTIES AND RESPONSIBILITIES

Under the supervision of the Zoning Officer, the Property Maintenance Code Officer directs the enforcement of provisions of relevant property maintenance codes including but not limited to:

- Performs property inspections;
 - Issuing warning, summonses, or other notices as required related to property maintenance ordinances;
 - Appearing in municipal court to defend the issuing of summonses;
 - Coordinating and communicating with all Municipal Services Divisions and other Departments and Divisions such as Health;
 - Communicates with property owners and landlords as to best practices;
 - Creates and maintains a vacant dwelling list;
 - Performs other duties as assigned by the Zoning Officer, Land Use Administrator or Director of Municipal Services.
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MINIMUM QUALIFICATIONS

- Position requires a HS Diploma or GED
 - Possession of valid New Jersey Driver's License
 - Experience with SDL preferred
 - Zoning Official Certification preferred, or willingness to obtain Zoning Official Certification within 24 months of employment at Township's expense
 - Strong communication skills required
 - Ability to work outdoors with varying weather conditions
 - Bilingual a plus
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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 January 10, 2025. Please put "Property Maintenance Code Enforcement 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