

Date Submitted	Position Applying For
1/28/2022	Part-Time Police Officer
2/24/2022	Dispatcher
3/29/2022	Deputy Director of Economic Development and Regional Planning
4/12/2022	SBA Loan Manager
4/20/2022	Dispatcher
5/23/2022	Part-Time Toll Collector
6/3/2022	Manager of Burlington-Bristol Bridge
6/12/2022	Dispatcher
6/25/2022	Cashier
6/28/2022	Cashier
7/8/2022	Part-time Toll Collector
7/14/2022	Part-time Toll Collector
7/17/2022	Part-time Toll Collector
7/25/2022	Part-time Toll Collector
8/18/2022	Director of Maintenance
10/3/2022	Cashier
10/28/2024	Cashier
1/6/2023	Cashier
2/10/2023	Full-Time Police Officer
3/9/2023	Economic Development Coordinator
4/6/2023	Administrative Assistant to the Public Safety Director
4/16/2023	Part-time Toll Collector
5/8/2023	Part-time Toll Collector
5/21/2023	Part-time Toll Collector
5/22/2023	Part-time Toll Collector
6/17/2023	Naturalist, Palmyra Cove Nature Park
9/10/2023	Full-Time Maintenance Electrician
9/11/2023	Full-Time Maintenance Electrician
9/13/2023	Full-Time Maintenance Electrician
9/13/2023	Part-Time Police Officer
9/20/2023	Full-Time Police Officer
9/24/2023	Full-Time Police Officer
9/29/2023	Full-Time Maintenance Electrician
10/9/2023	Part-Time Police Officer
10/11/2023	Part-Time Police Officer
10/17/2023	Director of Projects and Engineering
10/19/2023	Part-Time Police Officer
10/21/2023	Full-Time Maintenance Electrician
10/30/2023	Full-Time Maintenance Electrician
11/6/2023	Full-Time Police Officer
11/8/2023	Full-Time Police Officer
11/15/2023	Full-Time Police Officer
11/16/2023	Part-Time Police Officer

11/21/2023	Full-Time Maintenance Electrician
11/26/2023	Full-Time Maintenance Electrician
12/1/2023	Full-Time Maintenance Electrician
12/14/2023	Full-Time Police Officer
1/3/2024	Manager of Shared Services

Part-Time Police Officer

The purpose of this position is to protect life and property, deters criminal activity, and enforces all local, state laws, and regulations when assigned to patrol operations. This position works under close supervision according to departmental policies and procedures.

The ability to understand and carry out complex oral and written instruction, exercise initiative and discretion in emergency situations, use firearms, make decisions based upon department policy and training, deal with the public in a tactful manner, and communicate orally and in writing are necessary to perform this job

Enforces all applicable ordinances, laws and regulations to traffic issues to protect life and property.

Patrol designated areas via motor vehicle or on foot, to detect and deter criminal activity and traffic violations; inspects Commission buildings/properties to ensure security during assignments.

Maintains high visibility on Commission property.

Provides assistance and backup to other officers as necessary.

Communicates with command/supervisory personnel during emergency response and critical incidents.

Inspects and maintains assigned police vehicle, uniform, weapons, and equipment

Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals.

Performs driving functions in a safe and efficient manner under various conditions, including day/night hours, in congested traffic, in adverse weather conditions.

May communicate via telephone and/or two-way radio; provides information and assistance; responds to requests for service or assistance; communicates over law enforcement radio channels while initiating and responding to radio communications while working designated assignment.

Qualifications: US Citizen; Requires High School Diploma or GED equivalent; New Jersey Police Training Certification; successfully complete Field Training Program; and successfully complete six-month Probation.

Hours: Must be available to work a variety of shifts, including nights, holidays and weekends and a minimum of 4 shifts per month.

Salary: Hourly- commensurate with experience.

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1/28/2022

POSITION TITLE: Police Dispatcher

REPORTS TO: Chief of Police
Captain
Lieutenant
Sergeant

DEPT: Police

Position Purpose: To take care of police headquarters, record all required material, answer telephone, keep communications log, handle radio communications and transmit and relay messages to policemen on duty..

General Requirements and Essential Functions:

1. Perform all duties as directed. When required to leave his or her post for any reason he or she shall request a relief from the officer in charge and make record of such event in the radio log, regardless of how temporary such change or substitution may be.
2. Perform clerical duties as required by superior officers, making prompt, accurate and necessary entries of official business in the department records, according to the manner prescribed.
3. Receive complaints from citizens and reports from members of the department and shall submit them to superior officers or notify and make such other disposition of them as required by the rules and regulations. Shall remain on duty until properly relieved and shall inform the relief of all matters to be attended to during the tour of duty of the relief.
4. Responsible for the proper handling and recording of all alarms and reports and the transmittal of same to the appropriate police authority.
5. Show civility and attention to every person visiting the police headquarters.
6. In an emergency, full time dispatchers shall take orders from the ranking officer who is in charge at the time of the emergency.

Knowledge, Skills and Physical Requirements

1. Good communication skills, both verbal and written.
2. Physical ability to perform all job requirements.

Education and Experience

1. High school graduate or GED.

2/24/2022

POSITION TITLE: Deputy Director of Economic Development & Regional Planning

REPORTS TO: Director of Economic Development & Regional Planning

Position Purpose: Work directly with Director of Economic Development and Regional Planning and serve as Acting Director in the absence of the Director.

General Requirements and Essential Functions:

1. Work with the Director to Generate and implement economic development initiatives for Burlington County.
2. Work with the Director to coordinate with County and municipal officials on economic development initiatives for Burlington County.
3. Work with the Director to Supervise and work with staff on specific economic development responsibilities that include, but are not limited to:
 - a) Providing assistance to businesses to encourage expansion and relocation within Burlington County;
 - b) Administering Small Business Loan Program;
 - c) Developing and promoting enhanced shared services among local government entities within Burlington County;
 - d) Coordinating and promoting pooled lease purchase and government loan financing to help municipalities, school districts, and fire districts in Burlington County access funding for capital improvements;
 - e) Providing professional planning assistance to local government entities to enhance regional growth that balances business and residential quality of life considerations;
 - f) Coordinating efforts with regional planning entities such as the Delaware Valley Regional Planning Commission;
 - g) Coordinating traffic calming, planning and study initiatives;
 - h) Coordinating Burlington County economic development initiatives with applicable state agencies.
4. Work with the Director to provide periodic reports to Executive Director on economic development initiatives within Burlington County.
5. Attend monthly meeting of Commission's Economic Development Committee in the absence of the Director and perform assignments of Committee.

Knowledge, Skills and Physical Requirements:

1. Good management skills required.
2. Physical ability to perform all job requirements.
3. Ability to communicate at all levels and including both oral and written communications.
4. Ability to operate office equipment.

Education and Experience:

1. College graduate with a minimum of 7 years management experience or the equivalent in experience.

SBA Loan Manager

Oversee the intake of loan documents and work with applicant through the loan approval process. Perform credit and collateral analysis. Ability to communicate effectively using oral and written communication. Be able to make public presentations. Applicants must have a bachelor's degree or equivalent education and a minimum of 5 years bank lending experience.

POSITION TITLE: Police Dispatcher

REPORTS TO: Chief of Police
Captain
Lieutenant
Sergeant

DEPT: Police

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General Requirements and Essential Functions:

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2. Perform clerical duties as required by superior officers, making prompt, accurate and necessary entries of official business in the department records, according to the manner prescribed.
3. Receive complaints from citizens and reports from members of the department and shall submit them to superior officers or notify and make such other disposition of them as required by the rules and regulations. Shall remain on duty until properly relieved and shall inform the relief of all matters to be attended to during the tour of duty of the relief.
4. Responsible for the proper handling and recording of all alarms and reports and the transmittal of same to the appropriate police authority.
5. Show civility and attention to every person visiting the police headquarters.
6. In an emergency, full time dispatchers shall take orders from the ranking officer who is in charge at the time of the emergency.

Knowledge, Skills and Physical Requirements

1. Good communication skills, both verbal and written.
2. Physical ability to perform all job requirements.

Education and Experience

1. High school graduate or GED.

4/20/2022

Part-time Toll Collector

The Burlington County Bridge Commission is seeking **Part-Time Toll Collectors** who can collect toll payments accurately and efficiently, have strong customer service skills, and are punctual with great attendance.

Part-Time up to 28 hours a week

Available Shifts: 2:00 pm to 10:00 pm and 10:00 pm to 6:00 am – **must be available for weekend shifts**

ESSENTIAL FUNCTIONS:

- Required to accurately verify the cash funds at the beginning and end of the shift
- Classifies vehicles to determine the correct toll due
- Collects tolls by receiving cash, EZ Pass, and credit cards, and gives receipts if required
- Reports toll discrepancies to management
- Assist the police department during bridge openings and other emergencies
- Maintain and care for any Burlington County Bridge Commission property distributed or assigned to the employee

PHYSICAL REQUIREMENTS:

- Extended periods of standing and/or sitting
- Able to lift twenty (20) pounds
- Able to work in confined spaces
- Able to safely maneuver between the toll booths and the toll plaza amid oncoming and continuous flow of traffic
- Employees may be subject to changing weather and other environmental conditions while on duty

MINIMUM QUALIFICATIONS:

- High school graduate or equivalent
- Must be at least 18 years of age
- Meet New Jersey residency requirements (the BCBC is a participant in State of NJ retirement plans)
- Pass a pre-hire drug screen, fingerprinting, and background check
- Able to report to work at the Tacony-Palmyra Bridge and Burlington-Bristol Bridges
- Possesses basic math skills to collect cash tolls and give correct change
- Able to read, write, and understand the English language
- Successfully complete a six-month probation period

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.

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5/23/2022

Manager of Burlington-Bristol Bridge

Oversee day-to-day operations of the Burlington-Bristol Bridge facility to promote and maintain an efficient, productive work environment and safe operation for the motoring public. Requires knowledge of union/management working agreements. Must be physically able to perform all job requirements and possess various computer-related skills. On call to respond to work when needed, 24 hours/day, 7 days/week. Must be able to maintain confidentiality with the ability to communicate effectively at all levels, using oral and written communication. Bachelor's degree with a minimum of 10 years management experience required. Please submit resume by June 8, 2022.

POSITION TITLE: Police Dispatcher

REPORTS TO: Chief of Police
Captain
Lieutenant
Sergeant

DEPT: Police

Position Purpose: To take care of police headquarters, record all required material, answer telephone, keep communications log, handle radio communications and transmit and relay messages to policemen on duty..

General Requirements and Essential Functions:

1. Perform all duties as directed. When required to leave his or her post for any reason he or she shall request a relief from the officer in charge and make record of such event in the radio log, regardless of how temporary such change or substitution may be.
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5. Show civility and attention to every person visiting the police headquarters.
6. In an emergency, full time dispatchers shall take orders from the ranking officer who is in charge at the time of the emergency.

Knowledge, Skills and Physical Requirements

1. Good communication skills, both verbal and written.
2. Physical ability to perform all job requirements.

Education and Experience

1. High school graduate or GED.

6/12/2022

POSITION TITLE: Cashier
REPORTS TO: Chief Financial Officer
DEPARTMENT: Administration

Position Purpose: Reporting to the Chief Financial Officer, the Cashier will perform a variety of tasks within the finance department including the handling, processing, and depositing of cash for the Commission's toll bridges.

General Requirements and Essential Functions

1. Facilitates the recording of deposits from tolls collected at the Commission's toll bridges, including cash deposits.
2. Identifies discrepancies, risks, and other issues and report findings to CFO.
3. Reconciles daily cash deposits for the assigned toll bridges, including but not limited to:
 - a. Follow proper procedures for opening/closing and using the safe
 - b. Count and balance all cash bags used by toll collectors
 - c. Prepare deposit slips and other appropriate documentation for the bank
 - d. Keeping proper records of armored car pick ups
 - e. Appropriately process funds not included in cash bags
4. Exercise responsible and ethical decision-making regarding company funds and resources.
5. Ability to travel to all locations owned and managed by the Commission, including same-day travel.
6. Effectively communicate with all Commission departments, including Administration, Maintenance, I.T., Operations, and Police.
7. Consistently provide timely updates and reports to the Executive Director and CFO.
8. Maintain files in a confidential manner.
9. Ensure compliance to all local, state, and federal laws.

Knowledge, Skills, and Abilities

1. Excellent time management and organizational skills required.
2. Proactive approach and attitude that can handle multiple tasks and prioritize appropriately to meet deadlines.

3. Ability to count money and handle cash.
4. Ability to use cash counting machines and corresponding software.
5. Ability to stand for periods of time when performing administrative or cashiering duties.
6. Proficient in Microsoft Office Suite and/or related software.
7. Must have exceptional verbal, written, and digital communication skills as the position will communicate daily with Commission Directors and staff, outside vendors, and the public.
8. Must have impeccable office etiquette.
9. Must be able to maintain confidentiality concerning any and all Commission business and/or legal matters.

Physical Requirements

1. Ability to perform in an office environment, sit at a desk for prolonged periods, and work on a computer.
2. Ability to lift at least 10 pounds.
3. If required, must be able to pass a background check and drug screen.

Minimum Qualifications

1. Minimum three (3) years in banking or equivalent

Licenses and Certification

1. Must have a valid driver's license
2. May be required to be certified, registered, or licensed in a specialty area.

Education Requirements

1. High school diploma or equivalent

6/25/2022

POSITION TITLE: Cashier
REPORTS TO: Chief Financial Officer
DEPARTMENT: Administration

Position Purpose: Reporting to the Chief Financial Officer, the Cashier will perform a variety of tasks within the finance department including the handling, processing, and depositing of cash for the Commission's toll bridges.

General Requirements and Essential Functions

1. Facilitates the recording of deposits from tolls collected at the Commission's toll bridges, including cash deposits.
2. Identifies discrepancies, risks, and other issues and report findings to CFO.
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 - a. Follow proper procedures for opening/closing and using the safe
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 - e. Appropriately process funds not included in cash bags
4. Exercise responsible and ethical decision-making regarding company funds and resources.
5. Ability to travel to all locations owned and managed by the Commission, including same-day travel.
6. Effectively communicate with all Commission departments, including Administration, Maintenance, I.T., Operations, and Police.
7. Consistently provide timely updates and reports to the Executive Director and CFO.
8. Maintain files in a confidential manner.
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Knowledge, Skills, and Abilities

1. Excellent time management and organizational skills required.
2. Proactive approach and attitude that can handle multiple tasks and prioritize appropriately to meet deadlines.

3. Ability to count money and handle cash.
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5. Ability to stand for periods of time when performing administrative or cashiering duties.
6. Proficient in Microsoft Office Suite and/or related software.
7. Must have exceptional verbal, written, and digital communication skills as the position will communicate daily with Commission Directors and staff, outside vendors, and the public.
8. Must have impeccable office etiquette.
9. Must be able to maintain confidentiality concerning any and all Commission business and/or legal matters.

Physical Requirements

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2. Ability to lift at least 10 pounds.
3. If required, must be able to pass a background check and drug screen.

Minimum Qualifications

1. Minimum three (3) years in banking or equivalent

Licenses and Certification

1. Must have a valid driver's license
2. May be required to be certified, registered, or licensed in a specialty area.

Education Requirements

1. High school diploma or equivalent

6/28/2022

Part-time Toll Collector

The Burlington County Bridge Commission is seeking **Part-Time Toll Collectors** who can collect toll payments accurately and efficiently, have strong customer service skills, and are punctual with great attendance.

Part-Time up to 28 hours a week

Available Shifts: 2:00 pm to 10:00 pm and 10:00 pm to 6:00 am – **must be available for weekend shifts**

ESSENTIAL FUNCTIONS:

- Required to accurately verify the cash funds at the beginning and end of the shift
- Classifies vehicles to determine the correct toll due
- Collects tolls by receiving cash, EZ Pass, and credit cards, and gives receipts if required
- Reports toll discrepancies to management
- Assist the police department during bridge openings and other emergencies
- Maintain and care for any Burlington County Bridge Commission property distributed or assigned to the employee

PHYSICAL REQUIREMENTS:

- Extended periods of standing and/or sitting
- Able to lift twenty (20) pounds
- Able to work in confined spaces
- Able to safely maneuver between the toll booths and the toll plaza amid oncoming and continuous flow of traffic
- Employees may be subject to changing weather and other environmental conditions while on duty

MINIMUM QUALIFICATIONS:

- High school graduate or equivalent
- Must be at least 18 years of age
- Meet New Jersey residency requirements (the BCBC is a participant in State of NJ retirement plans)
- Pass a pre-hire drug screen, fingerprinting, and background check
- Able to report to work at the Tacony-Palmyra Bridge and Burlington-Bristol Bridges
- Possesses basic math skills to collect cash tolls and give correct change
- Able to read, write, and understand the English language
- Successfully complete a six-month probation period

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.

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7/8/2022

Part-time Toll Collector

The Burlington County Bridge Commission is seeking **Part-Time Toll Collectors** who can collect toll payments accurately and efficiently, have strong customer service skills, and are punctual with great attendance.

Part-Time up to 28 hours a week

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ESSENTIAL FUNCTIONS:

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- Maintain and care for any Burlington County Bridge Commission property distributed or assigned to the employee

PHYSICAL REQUIREMENTS:

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- Able to lift twenty (20) pounds
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- Able to safely maneuver between the toll booths and the toll plaza amid oncoming and continuous flow of traffic
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- Successfully complete a six-month probation period

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7/14/2022

Part-time Toll Collector

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Part-Time up to 28 hours a week

Available Shifts: 2:00 pm to 10:00 pm and 10:00 pm to 6:00 am – **must be available for weekend shifts**

ESSENTIAL FUNCTIONS:

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- Classifies vehicles to determine the correct toll due
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- Reports toll discrepancies to management
- Assist the police department during bridge openings and other emergencies
- Maintain and care for any Burlington County Bridge Commission property distributed or assigned to the employee

PHYSICAL REQUIREMENTS:

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- Able to lift twenty (20) pounds
- Able to work in confined spaces
- Able to safely maneuver between the toll booths and the toll plaza amid oncoming and continuous flow of traffic
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7/17/2022

Part-time Toll Collector

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Part-Time up to 28 hours a week

Available Shifts: 2:00 pm to 10:00 pm and 10:00 pm to 6:00 am – **must be available for weekend shifts**

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- Assist the police department during bridge openings and other emergencies
- Maintain and care for any Burlington County Bridge Commission property distributed or assigned to the employee

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Click [Here](#) to Apply

7/25/2022

Director of Maintenance

Responsible for the efficient and effective maintenance of bridges, buildings and equipment. Responsible for maintenance department oversight with approximately 25 employees. Must have current CDL and operating knowledge of all heavy equipment. Must be proficient on computer and other office equipment. On call 24 hours a day, 7 days a week. Must have excellent oral and written communication skills. High School Diploma with a minimum of 10 years maintenance management experience required. Please submit resume by August 25, 2022.

POSITION TITLE: Cashier
REPORTS TO: Chief Financial Officer
DEPARTMENT: Administration

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General Requirements and Essential Functions

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 - d. Keeping proper records of armored car pick ups
 - e. Appropriately process funds not included in cash bags
4. Exercise responsible and ethical decision-making regarding company funds and resources.
5. Ability to travel to all locations owned and managed by the Commission, including same-day travel.
6. Effectively communicate with all Commission departments, including Administration, Maintenance, I.T., Operations, and Police.
7. Consistently provide timely updates and reports to the Executive Director and CFO.
8. Maintain files in a confidential manner.
9. Ensure compliance to all local, state, and federal laws.

Knowledge, Skills, and Abilities

1. Excellent time management and organizational skills required.
2. Proactive approach and attitude that can handle multiple tasks and prioritize appropriately to meet deadlines.

3. Ability to count money and handle cash.
4. Ability to use cash counting machines and corresponding software.
5. Ability to stand for periods of time when performing administrative or cashiering duties.
6. Proficient in Microsoft Office Suite and/or related software.
7. Must have exceptional verbal, written, and digital communication skills as the position will communicate daily with Commission Directors and staff, outside vendors, and the public.
8. Must have impeccable office etiquette.
9. Must be able to maintain confidentiality concerning any and all Commission business and/or legal matters.

Physical Requirements

1. Ability to perform in an office environment, sit at a desk for prolonged periods, and work on a computer.
2. Ability to lift at least 10 pounds.
3. If required, must be able to pass a background check and drug screen.

Minimum Qualifications

1. Minimum three (3) years in banking or equivalent

Licenses and Certification

1. Must have a valid driver's license
2. May be required to be certified, registered, or licensed in a specialty area.

Education Requirements

1. High school diploma or equivalent

10/3/2022

POSITION TITLE: Cashier
REPORTS TO: Chief Financial Officer
DEPARTMENT: Administration

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General Requirements and Essential Functions

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7. Consistently provide timely updates and reports to the Executive Director and CFO.
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Knowledge, Skills, and Abilities

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6. Proficient in Microsoft Office Suite and/or related software.
7. Must have exceptional verbal, written, and digital communication skills as the position will communicate daily with Commission Directors and staff, outside vendors, and the public.
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Physical Requirements

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2. Ability to lift at least 10 pounds.
3. If required, must be able to pass a background check and drug screen.

Minimum Qualifications

1. Minimum three (3) years in banking or equivalent

Licenses and Certification

1. Must have a valid driver's license
2. May be required to be certified, registered, or licensed in a specialty area.

Education Requirements

1. High school diploma or equivalent

10/28/2022

POSITION TITLE: Cashier
REPORTS TO: Chief Financial Officer
DEPARTMENT: Administration

Position Purpose: Reporting to the Chief Financial Officer, the Cashier will perform a variety of tasks within the finance department including the handling, processing, and depositing of cash for the Commission's toll bridges.

General Requirements and Essential Functions

1. Facilitates the recording of deposits from tolls collected at the Commission's toll bridges, including cash deposits.
2. Identifies discrepancies, risks, and other issues and report findings to CFO.
3. Reconciles daily cash deposits for the assigned toll bridges, including but not limited to:
 - a. Follow proper procedures for opening/closing and using the safe
 - b. Count and balance all cash bags used by toll collectors
 - c. Prepare deposit slips and other appropriate documentation for the bank
 - d. Keeping proper records of armored car pick ups
 - e. Appropriately process funds not included in cash bags
4. Exercise responsible and ethical decision-making regarding company funds and resources.
5. Ability to travel to all locations owned and managed by the Commission, including same-day travel.
6. Effectively communicate with all Commission departments, including Administration, Maintenance, I.T., Operations, and Police.
7. Consistently provide timely updates and reports to the Executive Director and CFO.
8. Maintain files in a confidential manner.
9. Ensure compliance to all local, state, and federal laws.

Knowledge, Skills, and Abilities

1. Excellent time management and organizational skills required.
2. Proactive approach and attitude that can handle multiple tasks and prioritize appropriately to meet deadlines.

3. Ability to count money and handle cash.
4. Ability to use cash counting machines and corresponding software.
5. Ability to stand for periods of time when performing administrative or cashiering duties.
6. Proficient in Microsoft Office Suite and/or related software.
7. Must have exceptional verbal, written, and digital communication skills as the position will communicate daily with Commission Directors and staff, outside vendors, and the public.
8. Must have impeccable office etiquette.
9. Must be able to maintain confidentiality concerning any and all Commission business and/or legal matters.

Physical Requirements

1. Ability to perform in an office environment, sit at a desk for prolonged periods, and work on a computer.
2. Ability to lift at least 10 pounds.
3. If required, must be able to pass a background check and drug screen.

Minimum Qualifications

1. Minimum three (3) years in banking or equivalent

Licenses and Certification

1. Must have a valid driver's license
2. May be required to be certified, registered, or licensed in a specialty area.

Education Requirements

1. High school diploma or equivalent

1/6/2023

Full-Time Police Officer

The purpose of this position is to protect life and property, deters criminal activity, and enforces all local, state laws, and regulations when assigned to patrol operations. This position works under close supervision according to departmental policies and procedures.

The ability to understand and carry out complex oral and written instruction, exercise initiative and discretion in emergency situations, use firearms, make decisions based upon department policy and training, deal with the public in a tactful manner, and communicate orally and in writing are necessary to perform this job

Enforces all applicable ordinances, laws and regulations to traffic issues to protect life and property.

Patrol designated areas via motor vehicle or on foot, to detect and deter criminal activity and traffic violations; inspects Commission buildings/properties to ensure security during assignments.

Maintains high visibility on Commission property.

Provides assistance and backup to other officers as necessary.

Communicates with command/supervisory personnel during emergency response and critical incidents.

Inspects and maintains assigned police vehicle, uniform, weapons, and equipment

Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals.

Performs driving functions in a safe and efficient manner under various conditions, including day/night hours, in congested traffic, in adverse weather conditions.

May communicate via telephone and/or two-way radio; provides information and assistance; responds to requests for service or assistance; communicates over law enforcement radio channels while initiating and responding to radio communications while working designated assignment.

Qualifications: US Citizen; Requires High School Diploma or GED equivalent; New Jersey Police Training Certification; successfully complete Field Training Program; and successfully complete twelve-month Probation.

Hours: 12 hour rotating shifts.

2/10/2023

Economic Development Coordinator

Under the direction of the Director of Economic Development, the Economic Development Coordinator will support the Burlington County Bridge Commission ("BCBC") in its efforts to enhance the economic vitality of business and industry in Burlington County, New Jersey. This full-time, on-site position will perform varied activities on a day-to-day basis, make frequent business and site visits, attend meetings and events outside of normal business hours, and perform a variety of technical, compliance, social media/website, and administrative duties.

Primary Responsibilities

- Provides key economic, financial, and community information, as well as advice to businesses seeking to establish or expand business and tourism opportunities.
- Represents the BCBC on various boards, governmental agencies, chambers, and committees.
- Researches and develops financing options, writes grants, oversees administration process, and prepares reports and correspondence related to projects.
- Develops requests for proposals, negotiates and monitors contracts, administers and directs project grants, monitors funds and authorizes payments.
- Developing reports for Economic Development projects and programs for internal and external use and maintain assigned databases.
- Maintain strong relationships with key stakeholders including the commercial real estate community, and local, regional, state and federal economic development partners.
- Maintain online inventory of available sites and buildings.
- Support existing business outreach and new business recruitment efforts.
- Support site selection assistance and other technical support for economic development projects.
- Support research and development of new economic development programs for business retention/expansion, business attraction, entrepreneurship, and site development.
- Assist with development of marketing content for BCBC and Burlington County.
- Perform administrative duties including greeting clients, ordering supplies, and helping to maintain a functional office environment.
- Additional Coordinator duties as assigned.

Knowledge, Skills & Abilities

- High level of proficiency in Microsoft Suite: Word, Excel, PowerPoint, Outlook, etc.

- Create and proof documents as needed or requested, with high level proficiency in spelling, grammar, accuracy, and formatting techniques.
- Grant writing and/or technical writing experience is preferred.
- Experience working with customer relationship management (CRM) programs.
- Excellent written, verbal, and interpersonal skills; must be comfortable addressing and engaging with diverse stakeholders at various levels across different mediums.
- Proactive approach and attitude that can handle multiple tasks and prioritize appropriately to meet tight deadlines.
- Comfortable working independently, and as part of a team.
- Valid driver's license and reliable transportation.
- Ability to pass a background check and drug screen.

Minimum Qualifications

Minimum of two (2) years of relevant experience in roles that demonstrate a proven ability to communicate, manage multiple projects, overcome obstacles, and work effectively in a fast-paced environment.

Licenses and Certification

May be required to be certified, registered, or licensed in a specialty area.

Education

Must have a four-year college or university degree

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.

Full-Time Maintenance Electrician 40 Hours a Week

Work Shift: 7:30 am to 4:00 pm – Monday through Friday

ESSENTIAL FUNCTIONS: Qualified candidate must have minimum of two years of technical training in the electrical field, or four years of experience in the electrical field. Under the director of supervision: inspects, maintains, and repairs all electrical systems, lights, and power on Bridge Commission property.

PHYSICAL REQUIREMENTS: All candidates are required to take a complete physical examination including a urine drug screen and a psychological evaluation, subject to the American Disabilities Act.

MINIMUM QUALIFICATIONS:

1. Qualified candidate must have a valid New Jersey driver's license
2. Qualified candidate must have an active New Jersey Electrical Contractors License issued by the New Jersey Department of Community Affairs

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Administrative Assistant to the Public Safety Director

DUTIES AND RESPONSIBILITIES:

- Receive written and verbal instruction by the Director of Public Safety (PSD) to coordinate internal and external communications.
- Perform a wide variety of specialized and responsible duties independently in support of functions delegated to a director level administrator; interpret and apply rules and regulations as appropriate; perform duties to assist the administrator with administrative detail as appropriate.
- Research, review, check, correct, and compile information and data for a variety of reports; organize, type and print reports and other written materials related to assigned office functions; including a District wide athletic schedule.
- Verify data for accuracy, completeness, and compliance with established procedures; input and retrieve computerized data in computer systems, such as word processing and other software, as required, including purchase orders, payroll, and attendance.
- Prepare and maintain a variety of records, logs and files including information of a confidential nature; maintain confidentiality of information and records.
- Schedule meetings, conferences, and appointments for Department personnel; maintain PSD's calendar as necessary.
- Respond to requests for information from staff and the general public regarding programs, policies, procedures and regulations.
- Receive process and route mail; order, issue and maintain department supplies, forms and equipment.
- Receive confirmation of training completed by all department employees and maintain ongoing record.
- Distribute uniform and equipment order forms, send to vendor for ordering, and assist in preparing purchase order for each individual's uniforms and equipment.
- Receive, log, screen, and direct incoming telephone calls for PSD and other administrators as needed, and place calls to provide, and/or obtain information.
- In coordination with PSD, notify radio and television stations via Nixle alerts pertaining to closures and traffic issues.
- Perform other duties as assigned.

KNOWLEDGE OF:

- Modern office practices, procedures and equipment.
- Record-keeping and report writing techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Telephone techniques and etiquette.
- Operate a variety of office equipment such as a computer, fax machine, calculator, copier, and other machines as required.
- Perform secretarial and administrative assistance duties.
- Read, interpret, apply and explain rules, regulations, policies and procedures.

- Proficient typing skills.
- Work independently with little direction.
- Establish and maintain effective working relationships with others.

ABILITY TO:

- Meet and adhere to schedules and timelines
- Prepare reports by gathering and organizing data from a variety of sources.
- Work confidentially with discretion.
- Analyze situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Work efficiently with many interruptions.
- Make arrangements for meetings and conferences.
- Maintain a variety of files, records and logs.
- Plan and organize work.

PHYSICAL DEMANDS:

- Work is performed while standing, sitting and/or walking.
- Requires the ability to communicate effectively using speech, vision and hearing.
- Requires the use of hands for simple grasping and fine manipulations.
- Requires bending, squatting, crawling, climbing, reaching.
- Requires the ability to lift, carry, push or pull light weights, up to 30 pounds

EDUCATION AND EXPERIENCE:

- High school diploma or G.E.D. Certificate and four years of responsible secretarial experience involving the use of word processing and record-keeping software.

LICENSE AND OTHER REQUIREMENTS:

- Notary Public Commission preferred.

SALARY:

- Commiserate with experience

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.

Click [Here](#) to Apply

Part-time Toll Collector

The Burlington County Bridge Commission is seeking **Part-Time Toll Collectors** who can collect toll payments accurately and efficiently, have strong customer service skills, and are punctual with great attendance.

Part-Time up to 28 hours a week

Available Shifts: 2:00 pm to 10:00 pm and 10:00 pm to 6:00 am – **must be available for weekend shifts**

ESSENTIAL FUNCTIONS:

- Required to accurately verify the cash funds at the beginning and end of the shift
- Classifies vehicles to determine the correct toll due
- Collects tolls by receiving cash, EZ Pass, and credit cards, and gives receipts if required
- Reports toll discrepancies to management
- Assist the police department during bridge openings and other emergencies
- Maintain and care for any Burlington County Bridge Commission property distributed or assigned to the employee

PHYSICAL REQUIREMENTS:

- Extended periods of standing and/or sitting
- Able to lift twenty (20) pounds
- Able to work in confined spaces
- Able to safely maneuver between the toll booths and the toll plaza amid oncoming and continuous flow of traffic
- Employees may be subject to changing weather and other environmental conditions while on duty

MINIMUM QUALIFICATIONS:

- High school graduate or equivalent
- Must be at least 18 years of age
- Meet New Jersey residency requirements (the BCBC is a participant in State of NJ retirement plans)
- Pass a pre-hire drug screen, fingerprinting, and background check
- Able to report to work at the Tacony-Palmyra Bridge and Burlington-Bristol Bridges
- Possesses basic math skills to collect cash tolls and give correct change
- Able to read, write, and understand the English language
- Successfully complete a six-month probation period

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.

Click [Here](#) to Apply

4/16/2023

Part-time Toll Collector

The Burlington County Bridge Commission is seeking **Part-Time Toll Collectors** who can collect toll payments accurately and efficiently, have strong customer service skills, and are punctual with great attendance.

Part-Time up to 28 hours a week

Available Shifts: 2:00 pm to 10:00 pm and 10:00 pm to 6:00 am – **must be available for weekend shifts**

ESSENTIAL FUNCTIONS:

- Required to accurately verify the cash funds at the beginning and end of the shift
- Classifies vehicles to determine the correct toll due
- Collects tolls by receiving cash, EZ Pass, and credit cards, and gives receipts if required
- Reports toll discrepancies to management
- Assist the police department during bridge openings and other emergencies
- Maintain and care for any Burlington County Bridge Commission property distributed or assigned to the employee

PHYSICAL REQUIREMENTS:

- Extended periods of standing and/or sitting
- Able to lift twenty (20) pounds
- Able to work in confined spaces
- Able to safely maneuver between the toll booths and the toll plaza amid oncoming and continuous flow of traffic
- Employees may be subject to changing weather and other environmental conditions while on duty

MINIMUM QUALIFICATIONS:

- High school graduate or equivalent
- Must be at least 18 years of age
- Meet New Jersey residency requirements (the BCBC is a participant in State of NJ retirement plans)
- Pass a pre-hire drug screen, fingerprinting, and background check
- Able to report to work at the Tacony-Palmyra Bridge and Burlington-Bristol Bridges
- Possesses basic math skills to collect cash tolls and give correct change
- Able to read, write, and understand the English language
- Successfully complete a six-month probation period

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.

Click [Here](#) to Apply

5/8/2023

Part-time Toll Collector

The Burlington County Bridge Commission is seeking **Part-Time Toll Collectors** who can collect toll payments accurately and efficiently, have strong customer service skills, and are punctual with great attendance.

Part-Time up to 28 hours a week

Available Shifts: 2:00 pm to 10:00 pm and 10:00 pm to 6:00 am – **must be available for weekend shifts**

ESSENTIAL FUNCTIONS:

- Required to accurately verify the cash funds at the beginning and end of the shift
- Classifies vehicles to determine the correct toll due
- Collects tolls by receiving cash, EZ Pass, and credit cards, and gives receipts if required
- Reports toll discrepancies to management
- Assist the police department during bridge openings and other emergencies
- Maintain and care for any Burlington County Bridge Commission property distributed or assigned to the employee

PHYSICAL REQUIREMENTS:

- Extended periods of standing and/or sitting
- Able to lift twenty (20) pounds
- Able to work in confined spaces
- Able to safely maneuver between the toll booths and the toll plaza amid oncoming and continuous flow of traffic
- Employees may be subject to changing weather and other environmental conditions while on duty

MINIMUM QUALIFICATIONS:

- High school graduate or equivalent
- Must be at least 18 years of age
- Meet New Jersey residency requirements (the BCBC is a participant in State of NJ retirement plans)
- Pass a pre-hire drug screen, fingerprinting, and background check
- Able to report to work at the Tacony-Palmyra Bridge and Burlington-Bristol Bridges
- Possesses basic math skills to collect cash tolls and give correct change
- Able to read, write, and understand the English language
- Successfully complete a six-month probation period

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.

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5/21/2023

Part-time Toll Collector

The Burlington County Bridge Commission is seeking **Part-Time Toll Collectors** who can collect toll payments accurately and efficiently, have strong customer service skills, and are punctual with great attendance.

Part-Time up to 28 hours a week

Available Shifts: 2:00 pm to 10:00 pm and 10:00 pm to 6:00 am – **must be available for weekend shifts**

ESSENTIAL FUNCTIONS:

- Required to accurately verify the cash funds at the beginning and end of the shift
- Classifies vehicles to determine the correct toll due
- Collects tolls by receiving cash, EZ Pass, and credit cards, and gives receipts if required
- Reports toll discrepancies to management
- Assist the police department during bridge openings and other emergencies
- Maintain and care for any Burlington County Bridge Commission property distributed or assigned to the employee

PHYSICAL REQUIREMENTS:

- Extended periods of standing and/or sitting
- Able to lift twenty (20) pounds
- Able to work in confined spaces
- Able to safely maneuver between the toll booths and the toll plaza amid oncoming and continuous flow of traffic
- Employees may be subject to changing weather and other environmental conditions while on duty

MINIMUM QUALIFICATIONS:

- High school graduate or equivalent
- Must be at least 18 years of age
- Meet New Jersey residency requirements (the BCBC is a participant in State of NJ retirement plans)
- Pass a pre-hire drug screen, fingerprinting, and background check
- Able to report to work at the Tacony-Palmyra Bridge and Burlington-Bristol Bridges
- Possesses basic math skills to collect cash tolls and give correct change
- Able to read, write, and understand the English language
- Successfully complete a six-month probation period

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.

Click [Here](#) to Apply

5/22/2023

Naturalist, Palmyra Cove Nature Park

Position Purpose: Reporting to the Executive Director of the PCNP, develop and supervise public programs related to the park and natural sciences, manage Palmyra Cove Nature Park (PCNP) for public and educational uses within the confines of a bird sanctuary, and conservation area, and responsible for biological field assessments maintaining compliance with NJ DEP Tidelands Commission and the Burlington County Bridge Commission at the direction of the PCNP/IEO Executive Director.

This full-time, on-site position will perform varied activities on a day-to-day basis, may attend meetings and events outside of normal business hours, and will perform a variety of technical, compliance, and administrative duties.

Minimum Qualifications:

- Strong supervisory, communication, organizational and leadership skills required; additionally, the position requires interpretive education, program development and writing education curriculum experience. The position requires the ability to supervise and work with large groups of all ages as necessary for the seven (7) day a week operation.
- Minimum of two (2) years of relevant experience in roles that demonstrate a proven ability to communicate, manage multiple projects, overcome obstacles, and work effectively in a fast-paced environment.
- Expertise in natural sciences-extensive knowledge of NJ flora and fauna and watersheds.
- Ability to meet physical requirements of the position.

Primary Responsibilities and Essential Functions:

At the direction of the Executive Director of the PCNP:

- Program development and supervision.
 - Develop content, lead instruction, and supervise teachers in natural science lessons for participants school-aged to adult, using Palmyra Cove Nature Park as an outdoor classroom;
 - Manage, develop, and supervise the Cove Campers summer camp for students entering 1st-8th grades, and assist with the general operation of the Environmental STEM Center, and other volunteer programs (bee-keeping/caterpillar garden, beach clean-ups, etc.)
- Become established as the primary contact for Peregrine Falcon Program.
- Manage and administer and instruct nature and science programs.
 - Develop and conduct educationally oriented/ outreach for Palmyra Cove Nature Park for public programs and use, within the confines of a bird sanctuary,

including assessments for safety, education study-sight maintenance, ecological concerns, and follow-through with the maintenance department on any noted improvements.

- Regular contributor to Cove publications and database.
 - Administer correct data collection techniques, equipment use, and citizen science, data entry. Develop and manage the Palmyra Cove Nature Park sightings database on-line.
 - Create technical and creative updates to Cove exhibits.
- State and federal Compliance.
 - Keep any state and federal permits up-to-date, including the inventory of specimens.
- Interact with other schools and local nonprofits on routine basis.
 - Work with Boy Scouts and Girl Scouts on projects to improve Palmyra Cove Nature Park.
 - Organize and run Burlington County Bird Quest, assist with other Palmyra Cove Environmental Education Foundation fundraisers; Program advertising.
- Maintain and Manage Volunteer Database.
 - For approved activities such as Beach Clean-ups, trail maintenance; gardens and other volunteer groups or individuals.

Licenses and Certification:

- May be required to be certified, registered, or licensed in a specialty area.

Education:

- Bachelor's Degree in related field of Natural Science with minimum two (2) years of experience in the field.

Physical Requirements

- Extended periods of standing and/or sitting
- Able to lift minimum of ten (10) pounds
- Able to work and tolerate outside weather during all seasons
- Able to safely maneuver the Nature Park at all times
- Employees may be subject to changing weather and other environmental conditions while on duty

Knowledge, Skills & Abilities

- High level of proficiency in Microsoft Suite: Word, Excel, PowerPoint, Outlook, etc.

- Create and proof documents as needed or requested, with high-level proficiency in spelling, grammar, accuracy, and formatting techniques.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties, and skills required.

Click [Here](#) to Apply

Full-Time Maintenance Electrician 40 Hours a Week

Work Shift: 7:30 am to 4:00 pm – Monday through Friday

ESSENTIAL FUNCTIONS: Qualified candidate must have minimum of two years of technical training in the electrical field, or four years of experience in the electrical field. Under the director of supervision: inspects, maintains, and repairs all electrical systems, lights, and power on Bridge Commission property.

PHYSICAL REQUIREMENTS: All candidates are required to take a complete physical examination including a urine drug screen and a psychological evaluation, subject to the American Disabilities Act.

MINIMUM QUALIFICATIONS:

1. Qualified candidate must have a valid New Jersey driver's license
2. Qualified candidate must have an active New Jersey Electrical Contractors License issued by the New Jersey Department of Community Affairs

Click [Here](#) to Apply

9/10/2023

Full-Time Maintenance Electrician 40 Hours a Week

Work Shift: 7:30 am to 4:00 pm – Monday through Friday

ESSENTIAL FUNCTIONS: Qualified candidate must have minimum of two years of technical training in the electrical field, or four years of experience in the electrical field. Under the director of supervision: inspects, maintains, and repairs all electrical systems, lights, and power on Bridge Commission property.

PHYSICAL REQUIREMENTS: All candidates are required to take a complete physical examination including a urine drug screen and a psychological evaluation, subject to the American Disabilities Act.

MINIMUM QUALIFICATIONS:

1. Qualified candidate must have a valid New Jersey driver's license
2. Qualified candidate must have an active New Jersey Electrical Contractors License issued by the New Jersey Department of Community Affairs

Click [Here](#) to Apply

9/11/2023

Full-Time Maintenance Electrician 40 Hours a Week

Work Shift: 7:30 am to 4:00 pm – Monday through Friday

ESSENTIAL FUNCTIONS: Qualified candidate must have minimum of two years of technical training in the electrical field, or four years of experience in the electrical field. Under the director of supervision: inspects, maintains, and repairs all electrical systems, lights, and power on Bridge Commission property.

PHYSICAL REQUIREMENTS: All candidates are required to take a complete physical examination including a urine drug screen and a psychological evaluation, subject to the American Disabilities Act.

MINIMUM QUALIFICATIONS:

1. Qualified candidate must have a valid New Jersey driver's license
2. Qualified candidate must have an active New Jersey Electrical Contractors License issued by the New Jersey Department of Community Affairs

Click [Here](#) to Apply

9/13/2023

Part-Time Police Officer

The purpose of this position is to protect life and property, deters criminal activity, and enforces all local, state laws, and regulations when assigned to patrol operations. This position works under close supervision according to departmental policies and procedures.

The ability to understand and carry out complex oral and written instruction, exercise initiative and discretion in emergency situations, use firearms, make decisions based upon department policy and training, deal with the public in a tactful manner, and communicate orally and in writing are necessary to perform this job

Enforces all applicable ordinances, laws and regulations to traffic issues to protect life and property.

Patrol designated areas via motor vehicle or on foot, to detect and deter criminal activity and traffic violations; inspects Commission buildings/properties to ensure security during assignments.

Maintains high visibility on Commission property.

Provides assistance and backup to other officers as necessary.

Communicates with command/supervisory personnel during emergency response and critical incidents.

Inspects and maintains assigned police vehicle, uniform, weapons, and equipment

Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals.

Performs driving functions in a safe and efficient manner under various conditions, including day/night hours, in congested traffic, in adverse weather conditions.

May communicate via telephone and/or two-way radio; provides information and assistance; responds to requests for service or assistance; communicates over law enforcement radio channels while initiating and responding to radio communications while working designated assignment.

Qualifications: US Citizen; Requires High School Diploma or GED equivalent; New Jersey Police Training Certification; successfully complete Field Training Program; and successfully complete six-month Probation.

Hours: Must be available to work a variety of shifts, including nights, holidays and weekends and a minimum of 4 shifts per month.

Salary: Hourly- commensurate with experience.

Click [Here](#) to Apply

9/13/2023

Full-Time Police Officer

The purpose of this position is to protect life and property, deters criminal activity, and enforces all local, state laws, and regulations when assigned to patrol operations. This position works under close supervision according to departmental policies and procedures.

The ability to understand and carry out complex oral and written instruction, exercise initiative and discretion in emergency situations, use firearms, make decisions based upon department policy and training, deal with the public in a tactful manner, and communicate orally and in writing are necessary to perform this job

Enforces all applicable ordinances, laws and regulations to traffic issues to protect life and property.

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May communicate via telephone and/or two-way radio; provides information and assistance; responds to requests for service or assistance; communicates over law enforcement radio channels while initiating and responding to radio communications while working designated assignment.

Qualifications: US Citizen; Requires High School Diploma or GED equivalent; New Jersey Police Training Certification; successfully complete Field Training Program; and successfully complete twelve-month Probation.

Hours: 12 hour rotating shifts.

9/20/2023

Full-Time Police Officer

The purpose of this position is to protect life and property, deters criminal activity, and enforces all local, state laws, and regulations when assigned to patrol operations. This position works under close supervision according to departmental policies and procedures.

The ability to understand and carry out complex oral and written instruction, exercise initiative and discretion in emergency situations, use firearms, make decisions based upon department policy and training, deal with the public in a tactful manner, and communicate orally and in writing are necessary to perform this job

Enforces all applicable ordinances, laws and regulations to traffic issues to protect life and property.

Patrol designated areas via motor vehicle or on foot, to detect and deter criminal activity and traffic violations; inspects Commission buildings/properties to ensure security during assignments.

Maintains high visibility on Commission property.

Provides assistance and backup to other officers as necessary.

Communicates with command/supervisory personnel during emergency response and critical incidents.

Inspects and maintains assigned police vehicle, uniform, weapons, and equipment

Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals.

Performs driving functions in a safe and efficient manner under various conditions, including day/night hours, in congested traffic, in adverse weather conditions.

May communicate via telephone and/or two-way radio; provides information and assistance; responds to requests for service or assistance; communicates over law enforcement radio channels while initiating and responding to radio communications while working designated assignment.

Qualifications: US Citizen; Requires High School Diploma or GED equivalent; New Jersey Police Training Certification; successfully complete Field Training Program; and successfully complete twelve-month Probation.

Hours: 12 hour rotating shifts.

9/24/2023

Full-Time Maintenance Electrician 40 Hours a Week

Work Shift: 7:30 am to 4:00 pm – Monday through Friday

ESSENTIAL FUNCTIONS: Qualified candidate must have minimum of two years of technical training in the electrical field, or four years of experience in the electrical field. Under the director of supervision: inspects, maintains, and repairs all electrical systems, lights, and power on Bridge Commission property.

PHYSICAL REQUIREMENTS: All candidates are required to take a complete physical examination including a urine drug screen and a psychological evaluation, subject to the American Disabilities Act.

MINIMUM QUALIFICATIONS:

1. Qualified candidate must have a valid New Jersey driver's license
2. Qualified candidate must have an active New Jersey Electrical Contractors License issued by the New Jersey Department of Community Affairs

Click [Here](#) to Apply

9/29/2023

Part-Time Police Officer

The purpose of this position is to protect life and property, deters criminal activity, and enforces all local, state laws, and regulations when assigned to patrol operations. This position works under close supervision according to departmental policies and procedures.

The ability to understand and carry out complex oral and written instruction, exercise initiative and discretion in emergency situations, use firearms, make decisions based upon department policy and training, deal with the public in a tactful manner, and communicate orally and in writing are necessary to perform this job

Enforces all applicable ordinances, laws and regulations to traffic issues to protect life and property.

Patrol designated areas via motor vehicle or on foot, to detect and deter criminal activity and traffic violations; inspects Commission buildings/properties to ensure security during assignments.

Maintains high visibility on Commission property.

Provides assistance and backup to other officers as necessary.

Communicates with command/supervisory personnel during emergency response and critical incidents.

Inspects and maintains assigned police vehicle, uniform, weapons, and equipment

Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals.

Performs driving functions in a safe and efficient manner under various conditions, including day/night hours, in congested traffic, in adverse weather conditions.

May communicate via telephone and/or two-way radio; provides information and assistance; responds to requests for service or assistance; communicates over law enforcement radio channels while initiating and responding to radio communications while working designated assignment.

Qualifications: US Citizen; Requires High School Diploma or GED equivalent; New Jersey Police Training Certification; successfully complete Field Training Program; and successfully complete six-month Probation.

Hours: Must be available to work a variety of shifts, including nights, holidays and weekends and a minimum of 4 shifts per month.

Salary: Hourly- commensurate with experience.

Click [Here](#) to Apply

10/9/2023

Part-Time Police Officer

The purpose of this position is to protect life and property, deters criminal activity, and enforces all local, state laws, and regulations when assigned to patrol operations. This position works under close supervision according to departmental policies and procedures.

The ability to understand and carry out complex oral and written instruction, exercise initiative and discretion in emergency situations, use firearms, make decisions based upon department policy and training, deal with the public in a tactful manner, and communicate orally and in writing are necessary to perform this job

Enforces all applicable ordinances, laws and regulations to traffic issues to protect life and property.

Patrol designated areas via motor vehicle or on foot, to detect and deter criminal activity and traffic violations; inspects Commission buildings/properties to ensure security during assignments.

Maintains high visibility on Commission property.

Provides assistance and backup to other officers as necessary.

Communicates with command/supervisory personnel during emergency response and critical incidents.

Inspects and maintains assigned police vehicle, uniform, weapons, and equipment

Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals.

Performs driving functions in a safe and efficient manner under various conditions, including day/night hours, in congested traffic, in adverse weather conditions.

May communicate via telephone and/or two-way radio; provides information and assistance; responds to requests for service or assistance; communicates over law enforcement radio channels while initiating and responding to radio communications while working designated assignment.

Qualifications: US Citizen; Requires High School Diploma or GED equivalent; New Jersey Police Training Certification; successfully complete Field Training Program; and successfully complete six-month Probation.

Hours: Must be available to work a variety of shifts, including nights, holidays and weekends and a minimum of 4 shifts per month.

Salary: Hourly- commensurate with experience.

Click [Here](#) to Apply

10/11/2023

POSITION TITLE: Director of Projects and Engineering

REPORTS TO: Executive Director

DEPARTMENT: Administration

Position Purpose: Reporting to the Executive Director, the Director of Projects and Engineering will oversee all planning, inspection, design, and construction of all engineering projects for the Burlington County Bridge Commission's ("Commission") bridges and structures.

General Requirements and Essential Functions

1. Ability to coordinate visual and operational inspections of the mechanical, electrical, and hydraulic components and their structural supports for the Commission's moveable bridges, including but limited to: Tacony-Palmyra Bridge, Burlington-Bristol Bridge, and the Riverside-Delanco Bridge, and any other structures owned and operated by the Commission.
2. Develop effective recommendations to respond to mechanical, electrical, and bridge-related maintenance, while determining the prioritization of recommended corrective action.
3. Lead the project management to conduct analyses, develop design solutions, and lead the preparation of design drawings, calculations, and specifications for the Commission's fixed and moveable bridge engineering projects.
4. Prepare technical inspection reports to relay assessments related to the construction, maintenance, and rehabilitation projects for the functional systems of moveable bridges.
5. Develop minimum life cycle cost recommendations for all mechanical and electrical components of all bridges or bridge-related maintenance. Exercise responsible and ethical decision-making regarding company funds and resources.
6. Ability to travel to all locations owned and managed by the Commission.
7. Work collaboratively with other engineers and planners on related infrastructure projects, which may include collaborating with federal, state, regional, and local improvement authorities.
8. Effectively communicate with all Commission leadership, including Maintenance, I.T., Operations, Administration, and Police, regarding all bridge-related projects, including roadworks, lane closures, purchasing, etc.
9. Support the Executive Director by managing contracts that provide engineering support for all bridges, including but not limited to:
 - a. Monitor and analyze contract efficiency, effectiveness, and adherence by vendors and contractors.
 - b. Monitor and analyze performance and evaluations performed by vendors and contractors.
 - c. Ensures that standard operational guidelines are followed by vendors and contractors.
10. At the direction of the Executive Director, appropriately and effectively address and communicate any directions or timely resolutions to vendors and/or public and private agencies.
11. Must be always on call to provide assistance in emergency situations at any location operated by the Commission.
12. Consistently provide timely updates and reports to the Executive Director.
13. Maintain files in a confidential manner.
14. Ensure compliance to all local, state, and federal laws.
15. Attend meetings and events outside of normal business hours as directed by the Executive Director.
16. Must be able to perform all above essential duties in order to maximize efficiency and safety.

Knowledge, Skills, and Abilities

1. Excellent time management and organizational skills required.
2. Proactive approach and attitude that can handle multiple tasks and prioritize appropriately to meet deadlines.
3. Must have exceptional verbal, written, and digital communication skills as the position will communicate daily with Commission Directors and staff, outside vendors, and the public.
4. Must have impeccable office etiquette.
5. Must be able to maintain confidentiality concerning any and all Commission business and/or legal matters.
6. Ability to perform in an office environment, sit at a desk for prolonged periods, and work on a computer.
7. Ability to physically perform field inspections, work at heights, over water, and in confined spaces.
8. Must have a valid driver's license.
9. If required, must be able to pass a background check and drug screen.
10. Ability to lift at least 10 pounds.

Minimum Qualifications

1. Minimum of ten (10) years' experience moveable bridge operations and engineering.
2. Minimum of ten (10) years' experience managing bridge projects with transportation agencies.
3. Experience reading and interpreting complex reports, plans, specifications, or schematics for mechanical and electrical components of moveable bridges.

Licenses and Certification

May be required to be certified, registered, or licensed in a specialty area.

Education Requirements

A two-year or four-year degree from an accredited college or university.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.

Part-Time Police Officer

The purpose of this position is to protect life and property, deters criminal activity, and enforces all local, state laws, and regulations when assigned to patrol operations. This position works under close supervision according to departmental policies and procedures.

The ability to understand and carry out complex oral and written instruction, exercise initiative and discretion in emergency situations, use firearms, make decisions based upon department policy and training, deal with the public in a tactful manner, and communicate orally and in writing are necessary to perform this job

Enforces all applicable ordinances, laws and regulations to traffic issues to protect life and property.

Patrol designated areas via motor vehicle or on foot, to detect and deter criminal activity and traffic violations; inspects Commission buildings/properties to ensure security during assignments.

Maintains high visibility on Commission property.

Provides assistance and backup to other officers as necessary.

Communicates with command/supervisory personnel during emergency response and critical incidents.

Inspects and maintains assigned police vehicle, uniform, weapons, and equipment

Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals.

Performs driving functions in a safe and efficient manner under various conditions, including day/night hours, in congested traffic, in adverse weather conditions.

May communicate via telephone and/or two-way radio; provides information and assistance; responds to requests for service or assistance; communicates over law enforcement radio channels while initiating and responding to radio communications while working designated assignment.

Qualifications: US Citizen; Requires High School Diploma or GED equivalent; New Jersey Police Training Certification; successfully complete Field Training Program; and successfully complete six-month Probation.

Hours: Must be available to work a variety of shifts, including nights, holidays and weekends and a minimum of 4 shifts per month.

Salary: Hourly- commensurate with experience.

Click [Here](#) to Apply

10/19/2023

Full-Time Maintenance Electrician 40 Hours a Week

Work Shift: 7:30 am to 4:00 pm – Monday through Friday

ESSENTIAL FUNCTIONS: Qualified candidate must have minimum of two years of technical training in the electrical field, or four years of experience in the electrical field. Under the director of supervision: inspects, maintains, and repairs all electrical systems, lights, and power on Bridge Commission property.

PHYSICAL REQUIREMENTS: All candidates are required to take a complete physical examination including a urine drug screen and a psychological evaluation, subject to the American Disabilities Act.

MINIMUM QUALIFICATIONS:

1. Qualified candidate must have a valid New Jersey driver's license
2. Qualified candidate must have an active New Jersey Electrical Contractors License issued by the New Jersey Department of Community Affairs

Click [Here](#) to Apply

10/21/2023

Full-Time Maintenance Electrician 40 Hours a Week

Work Shift: 7:30 am to 4:00 pm – Monday through Friday

ESSENTIAL FUNCTIONS: Qualified candidate must have minimum of two years of technical training in the electrical field, or four years of experience in the electrical field. Under the director of supervision: inspects, maintains, and repairs all electrical systems, lights, and power on Bridge Commission property.

PHYSICAL REQUIREMENTS: All candidates are required to take a complete physical examination including a urine drug screen and a psychological evaluation, subject to the American Disabilities Act.

MINIMUM QUALIFICATIONS:

1. Qualified candidate must have a valid New Jersey driver's license
2. Qualified candidate must have an active New Jersey Electrical Contractors License issued by the New Jersey Department of Community Affairs

Click [Here](#) to Apply

10/30/2023

Full-Time Police Officer

The purpose of this position is to protect life and property, deters criminal activity, and enforces all local, state laws, and regulations when assigned to patrol operations. This position works under close supervision according to departmental policies and procedures.

The ability to understand and carry out complex oral and written instruction, exercise initiative and discretion in emergency situations, use firearms, make decisions based upon department policy and training, deal with the public in a tactful manner, and communicate orally and in writing are necessary to perform this job

Enforces all applicable ordinances, laws and regulations to traffic issues to protect life and property.

Patrol designated areas via motor vehicle or on foot, to detect and deter criminal activity and traffic violations; inspects Commission buildings/properties to ensure security during assignments.

Maintains high visibility on Commission property.

Provides assistance and backup to other officers as necessary.

Communicates with command/supervisory personnel during emergency response and critical incidents.

Inspects and maintains assigned police vehicle, uniform, weapons, and equipment

Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals.

Performs driving functions in a safe and efficient manner under various conditions, including day/night hours, in congested traffic, in adverse weather conditions.

May communicate via telephone and/or two-way radio; provides information and assistance; responds to requests for service or assistance; communicates over law enforcement radio channels while initiating and responding to radio communications while working designated assignment.

Qualifications: US Citizen; Requires High School Diploma or GED equivalent; New Jersey Police Training Certification; successfully complete Field Training Program; and successfully complete twelve-month Probation.

Hours: 12 hour rotating shifts.

11/6/2023

Full-Time Police Officer

The purpose of this position is to protect life and property, deters criminal activity, and enforces all local, state laws, and regulations when assigned to patrol operations. This position works under close supervision according to departmental policies and procedures.

The ability to understand and carry out complex oral and written instruction, exercise initiative and discretion in emergency situations, use firearms, make decisions based upon department policy and training, deal with the public in a tactful manner, and communicate orally and in writing are necessary to perform this job

Enforces all applicable ordinances, laws and regulations to traffic issues to protect life and property.

Patrol designated areas via motor vehicle or on foot, to detect and deter criminal activity and traffic violations; inspects Commission buildings/properties to ensure security during assignments.

Maintains high visibility on Commission property.

Provides assistance and backup to other officers as necessary.

Communicates with command/supervisory personnel during emergency response and critical incidents.

Inspects and maintains assigned police vehicle, uniform, weapons, and equipment

Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals.

Performs driving functions in a safe and efficient manner under various conditions, including day/night hours, in congested traffic, in adverse weather conditions.

May communicate via telephone and/or two-way radio; provides information and assistance; responds to requests for service or assistance; communicates over law enforcement radio channels while initiating and responding to radio communications while working designated assignment.

Qualifications: US Citizen; Requires High School Diploma or GED equivalent; New Jersey Police Training Certification; successfully complete Field Training Program; and successfully complete twelve-month Probation.

Hours: 12 hour rotating shifts.

11/8/2023

Full-Time Police Officer

The purpose of this position is to protect life and property, deters criminal activity, and enforces all local, state laws, and regulations when assigned to patrol operations. This position works under close supervision according to departmental policies and procedures.

The ability to understand and carry out complex oral and written instruction, exercise initiative and discretion in emergency situations, use firearms, make decisions based upon department policy and training, deal with the public in a tactful manner, and communicate orally and in writing are necessary to perform this job

Enforces all applicable ordinances, laws and regulations to traffic issues to protect life and property.

Patrol designated areas via motor vehicle or on foot, to detect and deter criminal activity and traffic violations; inspects Commission buildings/properties to ensure security during assignments.

Maintains high visibility on Commission property.

Provides assistance and backup to other officers as necessary.

Communicates with command/supervisory personnel during emergency response and critical incidents.

Inspects and maintains assigned police vehicle, uniform, weapons, and equipment

Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals.

Performs driving functions in a safe and efficient manner under various conditions, including day/night hours, in congested traffic, in adverse weather conditions.

May communicate via telephone and/or two-way radio; provides information and assistance; responds to requests for service or assistance; communicates over law enforcement radio channels while initiating and responding to radio communications while working designated assignment.

Qualifications: US Citizen; Requires High School Diploma or GED equivalent; New Jersey Police Training Certification; successfully complete Field Training Program; and successfully complete twelve-month Probation.

Hours: 12 hour rotating shifts.

11/15/2023

Part-Time Police Officer

The purpose of this position is to protect life and property, deters criminal activity, and enforces all local, state laws, and regulations when assigned to patrol operations. This position works under close supervision according to departmental policies and procedures.

The ability to understand and carry out complex oral and written instruction, exercise initiative and discretion in emergency situations, use firearms, make decisions based upon department policy and training, deal with the public in a tactful manner, and communicate orally and in writing are necessary to perform this job

Enforces all applicable ordinances, laws and regulations to traffic issues to protect life and property.

Patrol designated areas via motor vehicle or on foot, to detect and deter criminal activity and traffic violations; inspects Commission buildings/properties to ensure security during assignments.

Maintains high visibility on Commission property.

Provides assistance and backup to other officers as necessary.

Communicates with command/supervisory personnel during emergency response and critical incidents.

Inspects and maintains assigned police vehicle, uniform, weapons, and equipment

Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals.

Performs driving functions in a safe and efficient manner under various conditions, including day/night hours, in congested traffic, in adverse weather conditions.

May communicate via telephone and/or two-way radio; provides information and assistance; responds to requests for service or assistance; communicates over law enforcement radio channels while initiating and responding to radio communications while working designated assignment.

Qualifications: US Citizen; Requires High School Diploma or GED equivalent; New Jersey Police Training Certification; successfully complete Field Training Program; and successfully complete six-month Probation.

Hours: Must be available to work a variety of shifts, including nights, holidays and weekends and a minimum of 4 shifts per month.

Salary: Hourly- commensurate with experience.

Click [Here](#) to Apply

11/16/2023

Full-Time Maintenance Electrician 40 Hours a Week

Work Shift: 7:30 am to 4:00 pm – Monday through Friday

ESSENTIAL FUNCTIONS: Qualified candidate must have minimum of two years of technical training in the electrical field, or four years of experience in the electrical field. Under the director of supervision: inspects, maintains, and repairs all electrical systems, lights, and power on Bridge Commission property.

PHYSICAL REQUIREMENTS: All candidates are required to take a complete physical examination including a urine drug screen and a psychological evaluation, subject to the American Disabilities Act.

MINIMUM QUALIFICATIONS:

1. Qualified candidate must have a valid New Jersey driver's license
2. Qualified candidate must have an active New Jersey Electrical Contractors License issued by the New Jersey Department of Community Affairs

Click [Here](#) to Apply

11/21/2023

Full-Time Maintenance Electrician 40 Hours a Week

Work Shift: 7:30 am to 4:00 pm – Monday through Friday

ESSENTIAL FUNCTIONS: Qualified candidate must have minimum of two years of technical training in the electrical field, or four years of experience in the electrical field. Under the director of supervision: inspects, maintains, and repairs all electrical systems, lights, and power on Bridge Commission property.

PHYSICAL REQUIREMENTS: All candidates are required to take a complete physical examination including a urine drug screen and a psychological evaluation, subject to the American Disabilities Act.

MINIMUM QUALIFICATIONS:

1. Qualified candidate must have a valid New Jersey driver's license
2. Qualified candidate must have an active New Jersey Electrical Contractors License issued by the New Jersey Department of Community Affairs

Click [Here](#) to Apply

11/26/2023

Full-Time Maintenance Electrician 40 Hours a Week

Work Shift: 7:30 am to 4:00 pm – Monday through Friday

ESSENTIAL FUNCTIONS: Qualified candidate must have minimum of two years of technical training in the electrical field, or four years of experience in the electrical field. Under the director of supervision: inspects, maintains, and repairs all electrical systems, lights, and power on Bridge Commission property.

PHYSICAL REQUIREMENTS: All candidates are required to take a complete physical examination including a urine drug screen and a psychological evaluation, subject to the American Disabilities Act.

MINIMUM QUALIFICATIONS:

1. Qualified candidate must have a valid New Jersey driver's license
2. Qualified candidate must have an active New Jersey Electrical Contractors License issued by the New Jersey Department of Community Affairs

Click [Here](#) to Apply

12/1/2023

Full-Time Police Officer

The purpose of this position is to protect life and property, deters criminal activity, and enforces all local, state laws, and regulations when assigned to patrol operations. This position works under close supervision according to departmental policies and procedures.

The ability to understand and carry out complex oral and written instruction, exercise initiative and discretion in emergency situations, use firearms, make decisions based upon department policy and training, deal with the public in a tactful manner, and communicate orally and in writing are necessary to perform this job

Enforces all applicable ordinances, laws and regulations to traffic issues to protect life and property.

Patrol designated areas via motor vehicle or on foot, to detect and deter criminal activity and traffic violations; inspects Commission buildings/properties to ensure security during assignments.

Maintains high visibility on Commission property.

Provides assistance and backup to other officers as necessary.

Communicates with command/supervisory personnel during emergency response and critical incidents.

Inspects and maintains assigned police vehicle, uniform, weapons, and equipment

Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals.

Performs driving functions in a safe and efficient manner under various conditions, including day/night hours, in congested traffic, in adverse weather conditions.

May communicate via telephone and/or two-way radio; provides information and assistance; responds to requests for service or assistance; communicates over law enforcement radio channels while initiating and responding to radio communications while working designated assignment.

Qualifications: US Citizen; Requires High School Diploma or GED equivalent; New Jersey Police Training Certification; successfully complete Field Training Program; and successfully complete twelve-month Probation.

Hours: 12 hour rotating shifts.

12/14/2023

POSITION TITLE: Manager of Shared Services
REPORTS TO: Director of Economic Development
DEPARTMENT: Administration

Position Purpose: Reporting to the Director of Economic Development, the Manager of Shared Services will support the Commission to develop and promote enhanced shared services for both internal and external processes and functions.

General Requirements and Essential Functions

1. At the direction of the Director of Economic Development, research, identify, plan, and implement shared service initiatives for all internal departments and processes.
2. At the direction of the Director of Economic Development, research, identify, plan, and implement shared service initiatives for external operations in partner with the Director of Economic Development and other local, county, or state entities.
3. The Director of Shared Services will take advantage of implementing a shared service model that includes:
 - Cost Reduction
 - Improved Services
 - Improved Reporting and Analytics
 - Greater Productivity and Communication
4. Develop effective recommendations to reduce costs for the Commission including identifying key processes, its costs, and track financial and qualitative results.
5. Develop effective recommendations to improve services by standardizing processes and reviewing service management tools to help improve service.
6. Develop effective recommendations to support improving reporting and analytics that may serve the Commission both internally and externally.
7. Develop effective recommendations to help the Commission improve productivity and communication amongst its internal departments and external partners. Lead the project management to conduct analyses, develop solutions, and lead project implementation.
8. Exercise responsible and ethical decision-making regarding company funds and resources.
9. Ability to travel to all locations owned and managed by the Commission.
10. Work collaboratively with the Director of Economic Development on related projects, which may include collaborating with federal, state, regional, and local improvement authorities.
11. Effectively communicate with all Commission leadership, including Maintenance, I.T., Operations, Administration, and Police, regarding all shared service projects.
12. Support the Executive Director and Director of Economic Development by managing contracts that support for shared service initiatives.
 - a. Monitor and analyze contract efficiency, effectiveness, and adherence by vendors and contractors.
 - b. Ensures that standard operational guidelines are followed by vendors and contractors.
13. At the direction of the Executive Director and/or the Director of Economic Development, appropriately and effectively address and communicate any directions or timely resolutions to vendors and/or public and private agencies.
14. Consistently provide timely updates and reports to the Director of Economic Development.
15. Maintain files in a confidential manner.

16. Ensure compliance to all local, state, and federal laws.
17. Attend meetings and events outside of normal business hours as directed by the Executive Director.
18. Must be able to perform all above essential duties in order to maximize efficiency and safety.

Knowledge, Skills, and Abilities

1. Excellent time management and organizational skills required.
2. Proactive approach and attitude that can handle multiple tasks and prioritize appropriately to meet deadlines.
3. Must have exceptional verbal, written, and digital communication skills as the position will communicate daily with Commission Directors and staff, outside vendors, and the public.
4. Must have impeccable office etiquette.
5. Must be able to maintain confidentiality concerning any and all Commission business and/or legal matters.
6. Ability to perform in an office environment, sit at a desk for prolonged periods, and work on a computer.
7. Ability to physically perform field inspections, work at heights, over water, and in confined spaces.
8. Must have a valid driver's license.
9. If required, must be able to pass a background check and drug screen.
10. Ability to lift at least 10 pounds.

Minimum Qualifications

1. Minimum of ten (10) years' management experience in local or county government or governmental services.

Licenses and Certification

May be required to be certified, registered, or licensed in a specialty area.

Education Requirements

A four-year degree from an accredited college or university.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.