

Township of Parsippany-Troy Hills
OPEN POSITION ANNOUNCEMENT
Assistant Water Superintendent

Department: Water Department

Workweek: Monday through Friday 7:30 AM to 3:30 PM. Must be available for emergencies 24/7 and able to respond within one hour of notification.

Wage: Per ordinance.

Definition: Under direction assists the Water Superintendent in performing administrative and managerial duties. Also assists in the planning, budgeting and organizing of all Water Department operations. Does related work as required.

Knowledge and Abilities:

- Ability to understand, remember and carry out written and oral directions and to learn quickly from written and oral explanation and from demonstration.
- Ability to read, write, speak, understand and communicate in English sufficiently to perform the duties of this position.
- Self-motivated to work in response to emergencies on nights and weekends. Must be able to work for long periods in emergency situations.
- Under the supervision of the Water Superintendent operates and oversees the maintenance and repair of the water distribution and treatment facilities.
- Assists in compliance monitoring and reporting.
- Prepares letters and reviews reports, correspondence, construction plans and permit applications.
- Updates and maintains GIS mapping and hydraulic modeling software.
- Maintains maps, documents, and other departmental records.
- Supervises and trains staff as well as the ability to plan all projects and work activities.
- Makes mathematical computations and performs plan reviews.
- Strong computer skills working with Microsoft Word, Excel, Access and Outlook.
- Investigates complaints and provides customer assistance.

Education and Experience:

- Must possess a valid NJ driver's license.
- Must possess a valid NJ Department of Environmental Protection issued water treatment (T2) operator license and water distribution (W3) operator license. Must be willing and able to obtain up to a W4 and T3 license.
- Five years' experience in the operating of water distribution and treatment systems, **one year of which must have been in a supervisory capacity**, or a degree in engineering, business or biological sciences, or closely related field.

To Apply: Submit a letter of interest and resume to Jamie Cryan, Business Administrator (jobs@parsippany.net).

Closing Date: Open until filled.