

Township of Parsippany-Troy Hills

OPEN POSITION ANNOUNCEMENT

Assistant Engineer Civil - Water

Department: Water Department

Workweek: Monday through Friday 7:30 AM to 3:30 PM. Must be available for emergencies. Subject to change based upon the needs of the Department and the Township. Ability and willingness to work overtime when necessary, both scheduled and emergency.

Wage: Per Ordinance – Salary Range \$35,000 – \$138,500

Note: The definition and examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification Conversely, all duties performed on the job may not be listed.

Definition: Takes the lead and performs highly responsible field and office engineering work involved in the review, planning, design, maintenance, construction and operation of structures, facilities and systems related to the Township's water system. Performs administrative and managerial duties related to the planning, budgeting and operation of the Department.

Skills/Duties:

- Knowledge of the principles of engineering and the procedures involved in the planning and designing of engineering projects.
- Knowledge of engineering problems involved in the design, maintenance, construction and operations of structures, facilities and systems related to the Water Utility.
- Ability to take the lead and give suitable assignments and guidance to subordinate employees.
- Ability to accurately estimate quantities and project costs, inspect materials, workmanship, and the construction and installation of various utility facilities.
- Ability to prepare clear, sound, accurate and informative technical reports containing findings, conclusions and recommendations.
- Strong computer skills working with Microsoft Word, Excel, Access and Outlook; ArcGIS; and Bentley OpenFlows Water.
- 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.

Examples of Work:

- Performs highly responsible field and office engineering work related to the Township's water system and provides engineering support and to operations as needed.
- Prepares clear, sound, accurate and informative reports containing findings, conclusions and recommendations.
- Develops and manages the Utility's Capital Improvement Program and makes recommendations on future capital improvement projects.
- Attends preconstruction meetings, construction progress meetings and makes site visits and performs inspections.
- Reviews and comments on proposals and plans for private development within the Township.
- Develops and/or updates Sampling Plans, SOPs, Water Conservation and Drought Management Plan, Water Allocation Permit submission packages, Water Main Extension Permit Applications, Emergency Response Plan, and other required plans, applications and NJDEP forms and submissions.
- Develops project technical specifications, bid forms and draft contractual documents for public bids.

Requirements: Graduation from an accredited college or university with a Bachelor's degree in Civil, Mechanical, or Environmental Engineering. Possession of a Professional Engineers (PE) License issued by the New Jersey State Board of Professional Engineers and Land Surveyors may be substituted for the required education requirement.

Minimum of ten (10) years of experience working in an engineering or related technical environment, five (5) of which must be in a supervisory capacity towards the operating of water distribution and treatment systems.

Licenses: Must possess a valid NJ Department of Environmental Protection issued water treatment (T2) operator license and water distribution (W2) operator license. Must be willing and able to obtain up to a W4 and T4 license. Must possess a valid NJ driver's license.

To Apply: Please e-mail cover letter, resume, and copies of relevant licenses to Khaled Madin, Interim Business Administrator at jobs@parsippany.net and cc: Sean M. Andres, Water Superintendent at sandres@parsippany.net.

Closing Date: Open until filled. EOE. Excellent benefits package provided.

Date Posted: _____ **Posted by:** _____

Department: _____

(Return the original signed form to L. Arcuri, Administration Office. Post the copy)