 BERNARDS TOWNSHIP JOB POSTING

**POSTING DATE**: \_5/23/17\_\_\_\_ **APPLICATION DEADLINE: 6/9/17 or until position is filled**

# **DATE POSITION WILL BECOME AVAILABLE: \_Immediate\_\_**

**POSITION**: \_Assistant Township Engineer\_ **POSITION REPORTS TO**: \_Township Engineer\_

**POSITION TYPE**:  Regular **HOURS/WEEK:** \_40\_\_\_ **OVERTIME STATUS:**

**DEPARTMENT**: \_engineering\_\_ **GRADE LEVEL**: \_13\_ **UNION REPRESENTATION**:

**PRINCIPAL DUTIES:** Perform highly complex professional, technical, administrative and civil engineering work. Assist in the administration and implementation of professional engineering projects. Supervise work and employees engaged in construction projects, civil engineering, planning, design, budget planning and administration, construction, inspection and survey of a variety of major public improvement projects.

**JOB REQUIREMENTS:** Plan, develop, supervise, organize, implement and direct the work of engineering programs, operations, infrastructure, facilities and personnel. Review subdivision, perform plan review for land use boards, site and construction plans and specifications for code compliance, municipal standards, policies and sound engineering principles and supervise review work of others. Coordinate and supervise contractors performing public construction projects. Develop competitive bidding cost estimates for a variety of projects by determining construction operations and methods involved and the time required to complete the project; the various types and the capacities of construction equipment required and material types and quantities. Prepare designs and specifications setting forth required capacity size, location, materials, and methods to be used in building municipal capital construction projects including roads, sport fields and courts, storm and sanitary projects, etc. Coordinate development control including review of estimates, bonds, and inspections. Interview, select and recommend contracts with consultant firms to perform construction and management services. Manage, coordinate, review, and analyze work performed by private engineering firms. Negotiate change orders, investigate and settle contractors’ claims. Conduct engineering inspections of construction activities and project sites, and initiate and coordinate measures to resolve major problems adversely effecting completion of projects on schedule. Supervise the preparation of reports containing findings, conclusions, and recommendations, supervises and reviews designs submitted by consultants, and investigate, review and make comprehensive reports concerning contractors’ claims for additional compensation and complaints of property owners, public officials, and the general public. Perform feasibility studies. Develop requests for proposal documents. Participate in establishing department objectives and long-term planning for the department. Investigate, identify, and evaluate new products and systems in the field of construction, implement technological advances in construction into ongoing construction, and inspect to assess the effectiveness and success of the new products and systems. Utilize computers as aids in developing solutions to engineering problems for computer aided design, drafting and geographical information systems. Assist Township Engineer in the preparation of the annual departmental budget and annual capital improvement budgets and monitors expenditures. Evaluate performance of personnel. Coordinate and supervise staff response to customer service as related to investigations of residents’ complaints. Coordinate work of consulting engineers, other municipal departments, utility companies and governmental agencies with that of the department. Act during the absence of the Township Engineer when required. Other duties as necessary as relates to civil engineering

**EDUCATION & EXPERIENCE:**

***Education*:** Graduation from an accredited college or university with a Bachelor’s degree in Civil Engineering

***Licensing &/or Certifications: Engineer in Training Certificate required,*** State of NJ Professional Engineer preferred; A valid driver’s license

***Experience:*** Requires a minimum of 4 years experience in Civil Engineering work; construction engineering or municipal work desirable. Supervisory experience

**CONTACT:** Send **resume and** **cover to** [employment@bernards.org](mailto:employment@bernards.org). All resumes will be reviewed and only those applicants chosen to move forward in the hiring process will be contacted.