



WATER SUPERINTENDENT

With over 50,000 population and only minutes from Manhattan by mass transit, Hoboken is a New Jersey success story. Ranked America's #1 most walkable city by walkscore.com, Hoboken's south waterfront district has been designated a Great Place and Washington Street has been designated a Great Street by the American Planning Association. With a per capita income more than twice the national average, an unemployment rate well below state and national levels, the city boasts a AA+ credit rating from Standard and Poor's.

The City of Hoboken is seeking a qualified Water Superintendent to manage the Hoboken Water Utility and its contract with SUEZ Water for operation and maintenance of Hoboken's drinking water System.

About Hoboken's Drinking Water System:

The City owns the drinking water infrastructure System that provides water transmission and distribution services to the City's 55,000+ residents and commercial and industrial establishments. Drinking water for the City is currently purchased from the Jersey City Municipal Utilities Authority (JCMUA).

There are more than 41 miles of water main in the System, and the majority ranges in age from 100 years and older to sections installed as recently as 2018. Transmission and distribution pipe sizes within the System range from 30-inch diameter down to 4-inch diameter, and water service piping typically ranges between 6 inches and 5/8 inches. The System service area includes the entire City. SUEZ has an existing Geographical Information System (GIS) database that includes information about the System.

The System is currently operated in accordance with a public/private partnership agreement executed by the City and an entity now known as SUEZ North America. On July 1, 2019, the City will establish a new public water utility and enter into an amended water service contract with SUEZ for operation and maintenance of Hoboken's drinking water infrastructure. The water service contract also includes \$33 million for water infrastructure upgrades over 15 years to implement the City's Water System Renewal Plan. This represents a major shift in water System management for the City. The water System will no longer be operated as a private water concession, but instead as a new public water utility. SUEZ will continue to maintain and operate the water System; however, revenues generated from water bills will be reinvested into water main upgrades. The Water Superintendent will oversee this management transition, in close coordination with other members of the City Administration.

Responsibilities of the Water Superintendent

The Water Superintendent is responsible for policy development, program planning, fiscal management, administration and operational direction of the Water Utility. The incumbent will provide comprehensive managerial support to the Director of Environmental Services and City Engineer in planning, organizing and directing activities of the water utility and related environmental or engineering programs. The incumbent is accountable for ensuring effective program planning, systems and quality of operations. Assignments are broad in scope and require independent judgment on issues that are complex, interpretive and evaluative in nature. Responsibilities of the Water Superintendent include, but are not limited to:

- Review all contractual deliverables from SUEZ as identified in the Water System Best Management Practices
- Coordinate daily with SUEZ for quality control over their contractual operations and maintenance responsibilities, including:
 - Review and evaluate all GIS data, reports, records, and logs provided by SUEZ
 - Review various routine operational activities that SUEZ performs to provide a safe and reliable drinking water source such as: proper staffing, developing and implementing a water quality monitoring program, System management plan, community education program, leak detection program, billing, collection and customer service
 - Review various routine maintenance activities that SUEZ performs to keep the System in good working order such as: development and execution of an operation and maintenance plan, preventive maintenance requirements, identification and documentation of maintenance training policies and procedures, and how emergency situations are addressed
 - Facilitate permitting for the opening and closing of streets for tapping of water mains, services, hydrants, and valves
- Manage the capital program for Hoboken’s drinking water System, including:
 - Provide short- and long-term capital planning for Hoboken’s Water System such as: ongoing capital improvements, smart metering, Supervisory Control and Data Acquisition (SCADA) System, advanced pressure monitoring, lead service line replacement program, and water main assessment program
 - Review plans prepared by SUEZ such as: Water System Audit, Asset Management Plan, Calibrated Hydraulic Model, Water System Master Plan, Conservation and Drought Management Plan, Employee Health and Safety Plan, and Emergency Response Plan
 - Implement the Hoboken Water System Renewal Plan including \$33 million in water infrastructure upgrades over 15 years, which includes an average of \$2.2 million per year
 - Coordinate with SUEZ to implement an additional \$2 million investment in smart technology to monitor water consumption
 - Update the Hoboken Water System Renewal Plan with data provided by SUEZ’s annual risk-based prioritization of capital improvements
 - Analyze demographic trends, land use applications, and redevelopment plans to determine adequacy of current infrastructure and project community demands for future infrastructure
 - Establish a development plan review process for all land development and redevelopment projects under review and/or consideration by and before the City’s Administration, City Council, Planning Board, Zoning Board of Adjustment or other City entities
 - Review the City's capital investment needs, infrastructure requirements and methods of evaluating the System to increase efficiencies and reduce costs
 - Prepare requests for proposals for engineering consultants and review proposals submitted
 - Prepare resolutions for City Council authorization of contracts
 - Prepare required documentation for loans from the New Jersey Infrastructure Bank
 - Manage engineering consultants to prepare bid specifications and construction drawings

- Coordinate with SUEZ for construction management and oversight of contractors constructing water infrastructure upgrades (e.g., water main and service line replacement)
- Manage Community Engagement for Hoboken’s drinking water System, including:
 - Coordinate with the Mayor’s Office, including the Communications Manager and Constituent Services
 - Receive complaints and requests for repairs, and coordinate with SUEZ for remedial action
 - Notify Hoboken residents and/or water ratepayers related to implementation of the capital program for Hoboken’s drinking water System
 - Review and approve all community education materials delivered to water ratepayers by SUEZ
- Develop recommendations for improvement of the Water System Best Management Practices and update the document accordingly
- Update City Code for the water utility and drinking water System, as needed
- Track records for Hoboken’s drinking water System in Spatial Data Logic
- Oversee water utility accounting in coordination with Hoboken Finance Department, including:
 - Review invoices from SUEZ and confirm amounts for payment
 - Develop annual water utility budget
 - Prepare fiscal reports
 - Review data from SUEZ such as current and delinquent water bills, records of consumer accounts, and other financial reports
 - Oversee water lien sale program in coordination with the Tax Collector
- Coordinate monthly meetings of the Operations Committee including scheduling, as well as developing agendas and minutes
- Report to the Director of Environmental Services and City Engineer, and coordinate with other City Departments such as: Administration, Corporation and outside Counsel, Office of Emergency Management, Transportation & Parking, Finance, Fire, and Police
- Report before the City Council, and any subcommittee thereof, on special investigations and customer complaints, as necessary, and appear before the City Council, and any subcommittee thereof, to discuss any items pertaining to projects or matters related to the System
- Confer with administrative and technical personnel and personnel of other utilities or municipalities to coordinate activities

Education and Experience of the Water Superintendent include, but are not limited to:

- Current, valid W4 license to operate public water distribution systems required. Five (5) years of experience in the maintenance, operation, and repair of a water distribution System required, three (3) years of which shall have been in a supervisory capacity, additional experience preferred. Licensing requirement may be waived for applicants meeting the minimum education and experience required to qualify for the W4 license exam; conditioned upon licensure within 12 months of start of employment.
- Current, valid professional engineering license (PE) preferred
- Graduation from an accredited college or university with a Bachelor's degree in civil engineering, water engineering, or related field required preferred



- Knowledge of operations, procedures, and processes used in the operation, repair, and maintenance of water infrastructure and roadway infrastructure in urban environments required
- Knowledge of financial, personnel, and technical problems involved in developing and executing a work program for the inspection, repair, maintenance, and construction of a water System required
- Knowledge of the methods, materials and equipment used in the construction and reconstruction of urban roadways required
- Ability to analyze varied types of problems relating to the construction, inspection, maintenance and repair of water infrastructure and urban roadways required
- Experience with the New Jersey Infrastructure Bank financing process preferred
- Ability to utilize MS Office required; CAD, GIS, MS Project preferred
- Ability to cooperate and collaborate on a team with other City Departments, SUEZ as the contract operator of the Hoboken water System, and other utilities
- Current, valid Drivers license required

An Equal Opportunity Employer

The City of Hoboken is an equal opportunity employer and values diversity at all levels of its workforce