The City of Hoboken is seeking a qualified Superintendent to manage the Hoboken Water Utility and its contract with SUEZ Water for operation and maintenance of Hoboken’s drinking water System, as well as capital planning and implementation of the City’s Water System Renewal Program.

**About Hoboken:**

With over 50,000 in 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. Already the fourth most densely populated city in the country, Hoboken’s population grew by almost 30% between the 2000 and 2010 census. This significant population growth and redevelopment has heightened the need to invest in the City’s critical infrastructure in coming years.

The City owns the drinking water infrastructure 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).

For over 20 years, the system was operated by SUEZ North America (formerly United Water) in accordance with a public/private partnership agreement. On July 1, 2019, the City established a new public water utility and entered into an amended water service contract with SUEZ for operation and maintenance of Hoboken’s drinking water infrastructure. This represents a major shift in water System management for the City, as the water System is no longer being operated as a private water concession, but instead as a public water utility. A key feature of the new water service contract is the commitment of $33 million over 15 years for water infrastructure upgrades to implement the City’s Water System Renewal Plan. SUEZ will continue to maintain and operate the water System.

**Responsibilities of the Superintendent**

The Superintendent guides policy development, program planning, fiscal management, administration and operational direction of the Water Utility in close coordination with other members of the City Administration. The Superintendent monitors all SUEZ activities in Hoboken and oversees compliance with the amended SUEZ agreement and Best Management Practices included therein. The Superintendent is the primary point of contact for the water system and all related issues in the City of Hoboken, including but not limited to routine maintenance and operations, emergencies, connection permits, and capital projects.

This provides engineering support primarily to the Director of Environmental Services and City Engineer. Assignments are broad in scope and require independent judgment on issues that are complex, interpretive and evaluative in nature. Responsibilities of the Superintendent include, but are not limited to:

1. Manages the capital program for Hoboken’s drinking water system, including:
   * Providing short- and long-term capital planning 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
   * Reviewing 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
   * Implementing 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
   * Updating the Hoboken Water System Renewal Plan with data provided by SUEZ’s annual risk-based prioritization of capital improvements
   * Coordinating with SUEZ to implement an additional $2 million investment in smart technology to monitor water consumption
   * Establishing 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
   * Reviewing 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/or review proposals submitted
   * Coordinate with SUEZ for construction management and oversight of contractors constructing water infrastructure upgrades (e.g., water main and service line replacement)
2. Review all contractual deliverables from SUEZ as identified in the Water System Best Management Practices
3. 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
4. Receive complaints and requests for repairs, and coordinate with SUEZ for remedial action
5. Review and approve all community education materials delivered to water ratepayers by SUEZ
6. Works proactively with the City’s consulting engineers to monitor the status of scope, schedule, and budget changes during design and construction to ensure that the City’s objectives are met
7. Develops memoranda, letters, plans, and other documents to advance and/or present information regarding projects and other City initiatives
8. Assists in the preparation and/or review of scopes of services for consultant design, construction administration and inspection services on capital projects
9. Assists in the review and development of city ordinances in accordance with department responsibilities
10. Develop recommendations for improvement of the Water System Best Management Practices and update the document accordingly
11. Update City Code for the water utility and drinking water System, as needed
12. Track records for Hoboken’s drinking water System in Spatial Data Logic or other software tool
13. 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
14. 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
15. Confer with administrative and technical personnel and personnel of other utilities or municipalities to coordinate activities
16. May be required to respond to emergencies outside of normal business hours; preferably within two (2) hours of notification.

**Minimum Qualifications:**

* Graduation from an accredited four-year college or university with a Bachelor’s degree in Civil Engineering or related field.
* Six (6) years of experience required at least a portion of which must include water systems . A Master’s Degree in Civil Engineering or a related field may be substituted for one year of experience.
* New Jersey PE or the ability to obtain PE licensure within 12 months of hiring.
* Must possess a valid New Jersey driver’s license.

**Additional Desired Qualifications**

* Certification as a Certified Municipal Engineer (CME) by the New Jersey Society of Municipal Engineers
* Certification as a Certified Public Works Manager (CPWM) by the Rutgers Center for Government Services
* Certification as a Certified Floodplain Manager (CFM) by the Association of State Floodplain Managers

**Knowledge, Skills, and Abilities:**

* Comprehensive knowledge of state and local public contract law (bidding and construction processes and procedures)
* Strong proficiency with reading and interpreting engineering plans, maps, and specifications
* Strong proficiency with State and Federal engineering roadway design and signage standards
* Strong proficiency with Microsoft Office, including Excel, Word, and PowerPoint
* Proficiency with AutoCAD
* Proficiency in ArcGIS, Google Earth, and other mapping software
* Knowledge of operations, procedures, and processes used in the operation, repair, and maintenance of water and other roadway infrastructure in an urban environment
* 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
* Experience administering contracts preferred
* Experience with the New Jersey Infrastructure Bank financing process preferred
* Ability to utilize MS Office required; CAD, GIS, MS Project preferred
* Ability to work cooperatively on a team with other City Departments, SUEZ as the contract operator of the Hoboken water System, and other utilities
* Current, valid Driver’s license required

**Salary**

$70,000 - $135,000

**\*\*To apply, please send resume and cover letter to Michael Kraus at mkraus@hobokennj.gov\*\***