

ASSISTANT MUNICIPAL ENGINEER (CIVIL SERVICE TITLE: MUNICIPAL ENGINEER, TRAINEE)

TOWNSHIP OF WEST ORANGE

The Township of West Orange located in Essex County is seeking an individual to fill the full-time position of Assistant Municipal Engineer. West Orange serves over 48,000 residents with over 18,000 residential dwelling units, 100 miles of roadways and sanitary sewers and nine sanitary sewage pump stations. Under the direction of the Municipal Engineer or other supervisory officer, performs various tasks that include but not limited to:

- Oversees in the design review of various capital improvement projects,
- Assist in the training of new and existing engineering staff to provide overall project management,
- Preparation, and review of RFPs,
- Review plans for building improvement projects,
- Ensures that professional consultants provide appropriate services related to the scope of work for design projects and schedule,
- Establishes project priorities and sets schedules for timely completion of construction projects,
- Serves as the stormwater coordinator with consultants and vendors for compliance with NJDEP,
- Assist in the preparation of plans and Bid contract documents,
- Assist in the review of pool/grading and Zoning Board applications,
- Support of field construction staff and conducts inspections as needed,
- Attend regular scheduled meetings when necessary.

This position requires a minimum of a bachelor's degree in civil engineering from an accredited college or university. The position also requires a New Jersey Professional Engineers License or the ability to obtain the same within six to twelve months of employment. The successful candidate shall be proficient in the use of PC programs such as, but not limited to AutoCAD Civil 3D, Word, Excel and Outlook. The candidate shall have a minimum of five years of experience in municipal or government engineering.

The individual shall be knowledgeable in municipal regulatory matters including but not limited to Municipal Land Use; Local Public Contracts; wetlands, flood hazard, flood plain and flood zone; Residential Site Improvement Standards, NJ Department of Transportation design standards, MUTCD and NJSA Chapter 39 Traffic Regulations. The individual must have a New Jersey Driver's License. West Orange is an equal opportunity employer. Send (email only) resume with salary requirements to: [JGross@westorange.org](mailto:JGross@westorange.org).