TOMS RIVER MUNICIPAL UTILITIES AUTHORITY

POSITION TITLE: Authority Engineer

PRINCIPAL DUTIES AND RESPONSIBILITIES:

 The Authority Engineer is responsible for directing the administrative and professional work of the Engineering Department of the Toms River Municipal Utilities Authority.

SPECIFIC DUTIES (include but are not limited to):

 Solicit, review and make recommendations on proposals submitted by consulting engineers for any outside engineering services required by the Authority.

Review all technical reports, studies, plans and other documents prepared by Engineering staff or consultants related to additions, expansions, rehabilitation, and/or modification to the TRMUA’s collection system.

Oversee the preparation, advertisement, receipt and award of bids for all construction and associated contracts for which the department is responsible.

Review all applications submitted by developers for minor and major subdivisions and site plans located with TRMUA’s service area for compliance with the TRMUA Rules and Regulations.

Oversee, supervise and execute all permit applications with Federal, State, County, Township and other regulatory agencies for construction of system modifications to the TRMUA’s infrastructure, as required.

Oversee and supervise the construction projects of the Authority for conformance with the contract documents. Review change orders to construction contracts, supervise negotiations of the cost of changes and make recommendations to the Executive Director and Commissioners.

Review and revise, as necessary, standard Rules and Regulations for use by developers in preparing their application submittals.

Review and recommend for payment all purchase orders and vouchers related to engineering activities.

Supervise and provide guidance to and monitor activities of employees of the Engineering Department.

 Review and coordinate flows and billing of the wastewater flows submitted by the OCUA.

Coordinate and assist the GIS coordinator in updating the Authority GIS maps and records.

Oversee the acquisition and maintenance of all properties and easements necessary for the construction of Authority facilities.

 Prepare monthly reports on the progress of Engineering Department projects.

 Attends monthly TRMUA meetings.

SUPERVISORY CONTROLS:

 Receives direction and guidance from the Executive Director.

QUALIFICATIONS:

* Bachelor's degree in engineering
* Professional Engineers License issued by the State of NJ
* Minimum of 5 years of experience in wastewater or related industry

ENVIRONMENTAL/PHYSICAL DEMANDS:

 This position requires an equal amount of time working in an office environment, as well as at various Authority and construction sites. Better than average manual dexterity is important, as is the ability to walk and stand for long periods of time.

SALARY POSITION: Exempt

Revised 5/2024