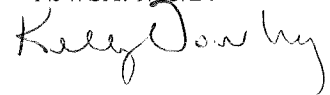


NEW JERSEY
WATER SUPPLY AUTHORITY
JOB DESCRIPTION

NJWSA: 9/13/24



Title: Director, Manasquan Water Supply System/D&R Canal Operations

DEFINITION

Performs work of unusual difficulty involved in managing and supervising the work programs, facilities, equipment, etc. of the Manasquan Water Supply System Reservoir System and the 60-mile-long Delaware and Raritan Canal. Exercises frequent use of independent judgment in carrying out the assigned duties. Responsible for the overall operations and maintenance of facilities in order to deliver untreated water and treated water in full compliance with the terms of raw water contracts with numerous public and private organizations and the treated water contract on a 24-hour, 7-day per week basis. Will be required to perform the duties of the job on an emergent basis outside of normal work hours, as needed. Does related work as required.

NOTE: The definition and examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, not all duties performed on the job may be listed.

EXAMPLES OF WORK

Directs the proper and efficient operation and maintenance of all facilities in compliance with the requirements of all applicable Federal and State permits, rules, or regulations.

Performs the continuing evaluation of the effectiveness of operation and maintenance practices, and the performance of the staff in assuring that all facilities are maintained in a the highest standards of the water supply industry; otherwise secures the engineering review of proposed public and private projects and facilities and provides the appropriate technical terms and conditions for use in Authority permits, agreements, and leases; and/or directs the investigation and reporting of all water pollution matters to the appropriate State, federal and local regulatory agencies and Authority water customers.

Advises the Executive Director and/or Chief Engineer in matters pertaining to policy, technical procedures, and administrative matters related to the Manasquan Water Supply System.

Composes detailed technical and non-technical correspondence and reports related to work programs, equipment, facilities, contract matters, budgetary considerations, etc. as required.

Analyzes the need for and makes recommendations for capital improvements, as needed.

Performs all assignments safely by following job safe procedures, Authority safety policies and procedures and commonly accepted safety practices, and by utilizing appropriate protective apparel and/or safety equipment.

Develops, oversees the administration of, and is responsible for all budgets for the system and, with the support of the Fiscal Management & Accounting Division, maintains operational costs within the limits of the approved budgets. Explains budget variances and seeks ways to improve costs.

Manages the Authority's Manasquan Water Supply System Emergency Response Plan and directs the continuous monitoring and surveillance programs involving the dam and dike at the Manasquan Reservoir, the intake site pumping facilities, the water treatment plant, distribution system and the D&R Canal.

Plans, attends, participates in and/or conducts conferences and meetings with Federal, State, County, and local officials and various representatives of both public and private interests. Serves as the Authority's representative in meeting the needs and concerns of all customers, the general public, and all regulatory agencies, or delegates such responsibility as needed.

Directs the day-to-day activities of a subordinate staff. Effectively recommends the hiring, firing, promoting, demoting, and disciplining of employees, as needed.

Prepares the appropriate input for the Authority's Annual Report to the Governor and Legislature.

Administers and/or coordinates the administration of consultant and/or contractor's contracts.

Serves as a regularly scheduled Duty Officer under the Authority's Emergency Response Plan.

Performs public information and public relations activities as assigned.

REQUIREMENTS

Education - Graduation from an accredited college with a Bachelor's Degree in Civil, Chemical, or Mechanical Engineering. College level courses in the principles and practices of water treatment, water resources and hydrology are desirable.

Licenses -

Must possess New Jersey Department of Environmental Protection Licenses: Public Water Treatment System classification T-2 and Public Water Distribution System classification W-2.

Possession of a New Jersey Professional Engineers license is desirable.

Appointee is required to possess a valid motor vehicle operator's license.

Experience -

Eight (8) years professional experience in water supply field preferred. At least five (5) years of supervisory and management experience related to the operation of a large water supply facility.

KNOWLEDGE AND ABILITIES

Thorough knowledge of the basic principles of organization and administration of water supply techniques and engineering involved in the operation and maintenance of water supply facilities; State and federal laws, rules and regulations concerning or making improvements to public water supply facilities and governing the treatment and distribution of a potable water supply; hydrological and hydraulic engineering principles; principles, methods and procedures used to evaluate program activities; and familiarity with the rules, regulations, policies, programs and responsibilities of the Authority;

Wide knowledge of water treatment and distribution legal requirements and processes in public water supply systems in New Jersey; principles and practices of water treatment; personnel management principles

Considerable knowledge of safe work methods and the equipment used in the Operations and Maintenance of water supply facilities

Wide knowledge of mechanical, electrical and control systems

Ability to manage the programs and staff involved in the operation and maintenance of water supply facilities; perform sound evaluation and analyses of work programs, conditions, operational and maintenance needs, etc. to prepare and present both written and verbal reports on the effectiveness and efficiency of operations and maintenance programs, staff and equipment; compose detailed technical and non-technical correspondence, reports, etc.

Ability to understand plans, specifications, reports and related data concerned with the construction of water supply facilities; communicate with, establish and maintain cooperative working relationships with representatives of local, county, State and Federal governments, industry and others concerned with water supply facilities; prepare and supervise the preparation of clear, technically sound, accurate and informative reports containing findings, conclusions and recommendations; understand annual operations and maintenance and capital improvements planning and their budget preparation; assume the responsibilities of a Duty Officer; read, write, speak, understand or communicate in English sufficiently to perform the duties of this position. American Sign language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

SALARY RANGE 36

A forty (40) hour No Limit (NL) position