

K.Dowling 
Approval

NEW JERSEY WATER SUPPLY
AUTHORITY JOB DESCRIPTION
Title: PROJECT ENGINEER III

May 18, 2023

Date

DEFINITION

Performs work of average difficulty, assists in the administration and supervision of assigned Capital Projects work involving the planning, development and implementation of improvement and rehabilitation on projects and programs for the Authority's water supply facilities. The facilities include the Delaware and Raritan Canal, the Spruce Run and Round Valley Reservoirs Complex, and the Manasquan Reservoir Water Supply System. Does related work as assigned. May be required to perform the duties of the job on an emergent basis, outside of normal work hours, as needed.

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 the job description. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK

Assists in the planning and administration of assigned Capital Improvement Projects and Programs for the Authority's Delaware and Raritan Canal, Spruce Run and Round Valley Reservoirs Complex and the Manasquan Reservoir Water Supply System.

Assists in the planning and administration of design and construction activities involving routine and/or emergency repairs to Authority water supply facilities.

Administers assigned routine type improvement projects and programs for the Authority's water supply facilities.

Prepares and/or assists in the preparation of in-house designs, plans, specifications and cost estimates for various Capital Improvement, routine and/or emergency projects as assigned.

Conducts and/or participates in the conduct of feasibility studies, investigations and surveys related to the Authority's Capital Improvement Program or other assigned projects.

Prepares or assists in the preparation of technical aspects of Consultant and/or Contractor contracts.

Assists in administering Consultant and Contractor contracts.

Participates in annual on-site inspection programs of the Authority's major water supply facilities as assigned and prepares status reports on the condition of such facilities.

Reviews Consultant plans and specifications, reports and other documents related to the Authority's Capital Improvement Program, routine and/or emergency projects and other water supply programs.

Inspects work performed relative to the Authority's Capital Improvement Projects to ensure compliance with contract documents, as assigned.

Confers with representatives of Federal, State, County, local, or private agencies to obtain or provide technical advice and assistance related to assigned Authority water supply programs and projects.

Maintains all records, files, drawings, and reports related to the projects and programs assigned.

Attends meetings and conferences on matters relative to assigned Capital projects and programs.

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

REQUIREMENTS

Education - Graduation from accredited college with a Bachelor's Degree in Engineering. Consideration will also be given to a Bachelor's Degree in Engineering Technology in combination with additional applicable experience.

Experience—Two years of professional experience in the water resources, water supply operations and maintenance and water supply design and construction field performing engineering duties.

License - Appointee must possess a valid motor vehicle operator's license.

Knowledge and Abilities—Basic knowledge of the principles of organization and administration of water supply techniques and engineering involved in design and construction of water supply facilities.

Some knowledge of State and Federal laws, rules, and regulations concerning or making improvements to public water supply facilities.

Basic knowledge of the principles, methods and procedures used to evaluate program

activities Basic knowledge of budgetary process.

Ability to understand plans, specifications, reports and related data concerned with the construction of water supply facilities.

Ability to prepare clear, technically sound, accurate and informative routine reports containing findings, conclusions and recommendations.

Ability to understand the basic principles of capital improvement planning and budget preparation.

Ability to perform all assignments safely by following job safe procedures, by following authority safety Policies and Procedures and commonly accepted safety practices, and by utilizing appropriate protective apparel and/or safety equipment, all as instructed.

Ability to read, write, speak and understand English sufficiently to perform in 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: 23 A forty(40)hour No Limit Position