

## **AUTHORITY ENGINEER**

### **General Description**

Working under the general direction of the Executive Director the Authority Engineer is responsible for the overall technical/engineering activities of the Authority. Areas of responsibility are versatile and include: procurement, planning, design, construction, insurance, system additions and improvements, flow metering and various other support services. Interaction with many facets of TBSA operations and maintenance programs is required.

### **Examples of Duties**

The following list of duties is not meant to be all inclusive but rather indicate kinds of work performed.

- Is knowledgeable of the New Jersey Local Public Contracts Law and Regulations and is responsible to abide by these requirements in all procurement activities.
- Prepares and issues requests for bids and bid specifications for services, equipment, chemicals and supplies. Schedules bidding dates, opens and evaluates all bids received, assures compliance with bidding requirements, and recommends award. Obtains quotes where bids are not required.
- Supervises, inspects, coordinates and maintains records for construction activities. Monitors construction progress, quality of work, budget, and schedule. Reviews and makes recommendations on field changes, change orders, and payment requisitions.
- Prepares and issues requests for proposals for professional consulting services, including engineering studies, engineering design, health and safety programs, and instrumentation and controls work.
- Supervises and coordinates work with professional consultants. Reviews, comments on, and approves deliverables. Tracks scope completion and budget drawdown.
- Reviews and/or prepares technical reports, plans and specifications related to Authority facilities or projects.
- Prepares flow, sludge, effluent sampling, energy, and construction reports for monthly Board meetings.
- Assists in preparation of permit renewals, including NJPDES, air, sludge, stormwater, and groundwater remediation permits.
- Reviews facility operations data, performs inspections, and collaborates with TBSA staff to evaluate facility performance. Assists in the development of engineering solutions for operations and maintenance problems.
- Manages property and liability insurance policies and claims. Files reports for claims and follows-up on repairs and reimbursements. Responsible for the development and review of insurance proposals.
- Provides for the servicing, maintenance and calibration of all TBSA billing flow meters. Assures that the flow meters are measuring and reading flows at the highest level of accuracy. Adjusts and estimates flow data in the event of problems or downtime. Maintains all flow meter data and servicing records.
- Provides for coordination of activities and communication with municipalities and Authorities in the TBSA service area.
- Receives and promptly responds to all One Call notifications and complies with One Call reporting requirements.

- Reviews and recommends approval/disapproval/revision for all sewer extensions, new connections and subdivisions.
- Reviews TWA applications and construction permits proposed for the TBSA service area to determine physical compatibility and adequacy of capacity.
- Manages all Wastewater Management Plan (WMP) activities, including review and processing of WMP modification requests and consistency determinations.
- Maintains active participation in Watershed Management Area (WMA) activities, including attendance at WMA meetings and representing TBSA interests.
- Maintains working knowledge of TBSA's Industrial Pretreatment Program (IPP) Regulations and provides backup and assistance to IPP Coordinator.
- Provides logistical support for safety and security development and implementation. Regularly schedules and conducts Safety Committee meetings. Coordinates with Authority personnel to schedule annual health and safety training.
- Oversees the use and updating of a Geographic Information System (GIS) database. Manages and maintains the GIS through contracted consultants.
- Provides general supervision of Authority personnel for specific assignments.
- Performs other duties as assigned.

### **Knowledge, Skills & Abilities**

- Knowledge of wastewater treatment plant operations, maintenance, and instrumentation.
- Thorough knowledge of flow meter equipment and systems.
- Knowledge of Federal and State laws governing the operation of a wastewater treatment facility.
- Knowledge of tanks, pumps and other wastewater treatment equipment.
- Thorough knowledge of procurement procedures, NJ Local Public Contracts Law, and have the ability to oversee the purchasing/procurement process.
- Experience in administering contracts with consultants (engineering, safety, e.g.), service providers, contractors, and suppliers.
- Ability to maintain composure and make sound and reasonable decisions in emergency situations.
- Ability to record data and maintain records.
- Ability to communicate effectively and work well with the other TBSA personnel.
- Possesses a valid New Jersey Driver's license.

### **Education & Experience**

- Bachelor of Science (BS) in engineering is required.
- Master of Science (MS) in engineering is a plus.
- A minimum of five (5) years' experience in engineering related to wastewater systems. Ten (10) years is preferred. An MS in environmental engineering/science may be substituted for 2 years of the required experience.
- A P.E. license, or the ability to attain a license within 1-year from the date of hire, is required.
- Project Management Professional (PMP) Certification is a plus.
- Must show experience with working for an Environmental Authority, either as an employee or a consultant.