

# **SOUTH MONMOUTH REGIONAL SEWERAGAGE AUTHORITY**

**Position Title:** Authority Engineer

**Date:** 09/03/20

**Operating Unit:** Administration

**Reports to:** Executive Director

## **Incumbent:**

**Position Summary:** Develop and administer rules and regulations regarding the design and installation of the Authority's Wastewater Conveyance System, facilitate designated capital projects and to provide technical support for Plant and Systems' personnel.

Persons holding this position are expected to demonstrate skills, abilities and work ethics that will serve to provide a model and mentorship for other to follow, therein promoting the growth and advancement of other subordinate employees in their respective positions.

## **Major Accountabilities:**

1. Ensure sewerage facilities are designed and installed in accordance with New Jersey Department of Environmental Protection (NJDEP) regulations and Authority rules.
2. Ensure that facilities are constructed with an emphasis on the ability to operate and maintain the system upon acceptance.
3. Discuss new projects, troubleshoot problems, and develop new standards to ensure operational efficiency.
4. Review sewer extensions and multi-family connection applications and recommend same for Board of Commissioner approval.
5. Ensure (Sub) contractors perform and adhere to contractual terms and deliverables are met on a timely basis.
6. Review and approve (as appropriate) all shop drawings as it pertains to the Authority operations and infrastructure.
7. Provide input for planning of future infrastructure, recommend new policies or standards, review of capital improvements and cost estimates while following the performance of same.
8. Ensure the Authority's infrastructure is constructed and maintained in such a manner as to maintain a safe, reliable, and eco-friendly system.
9. Provide general and overall assistance to the Executive Director and Superintendent.

## **Qualifications:**

1. Bachelor's degree with a major in Engineering Science
2. Minimum five years related experience
3. Use of extraordinary discretion due to the sensitivity and private information to which the position may be privileged to

4. Practice of ethical, legal and professional behavior and strict compliance with all applicable laws, statutes, and Authority's policies and procedures
5. Leadership capabilities with ability to solve problems, translate and activate plans, as well as delegate responsibilities (where appropriate)
6. Demonstrated skills in strategic planning, budget development and performance management
7. Knowledge of appropriate federal and state statutes
8. Proficient with computers including but not limited to Microsoft Windows, Microsoft Office, relevant Engineering computer software