

## **Employee Notice Job Posting & Job Description**

**JOB TITLE:** Township Engineer  
**SALARY:** \$100,000  
**DEPARTMENT:** Planning Department

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**JOB SUMMARY:** Under the general supervision and direct report to the Director of Planning. An important Township Engineer function is to ensure the overall public health, safety and welfare of Township residents through the application of engineering design standards established by the engineering profession. The Township Engineer's work includes, but is not limited to, the design, maintenance, inspection and construction of structures, roadways and/or systems as well as providing professional engineering consultant services to all Township departments and the governing body in addition to related work as required.

### **ESSENTIAL FUNCTIONS PERFORMED:**

- Prepare, review and approve specifications for Public Works contracts, supervise and inspect the execution of such contracts and certify satisfactory completion of work to authorize progress payments pursuant to contract.
- Provide and maintain maps, plans and specifications, surveys, and other records as may be required on public property work and facilities owned or operated by the Township and maintain the tax map and all related records and reports and the monthly abstract change list for changes in dimensions and subdivisions of land, on a current basis.
- Inspect and reject or approve the installation of improvements required pursuant to law as a condition of approval of real estate subdivisions.
- Attend meetings of the Township Council as requested.
- Attend meetings of the Planning Board and/or Zoning Board as requested and review and report on subdivision applications and site plans.
- Inspect repairs and maintenance of the Township Water and Sewer systems, related facilities and improvements and all other duties set forth in the ordinances regulating the Township Water and Sewer system.
- Supervision and management of a variety of capital improvement projects.
- Inspection and supervision of construction projects including the work performed by consulting engineers, contractors and/or Township employees.
- Review of development applications as necessary and prepare comprehensive technical reports and provide expert testimony in connection with various boards and commissions.
- Reviews proposals, plans and contract documents for capital improvements and make recommendations as necessary.
- Perform original design work on projects undertaken by Township Public Works.
- Attend various Township evening meetings as required.
- Represent the Township in dealings with other governmental jurisdictions, private firms and general public on engineering matters.
- Prepare feasibility studies for Public Works projects, as directed.

- Responsible for issuing road opening permits and inspections.
- Responsible for issuing side-walk permits and inspections.
- Assist the public with inquiries and requests.
- Inspect site construction, construction of storm and sanitary sewers, water main and road sub-base and prepare punch-lists and reports.
- Review developer punch-list items prior to Township acceptance.
- Investigate property owner disputes and/or issues.
- Analyze municipal construction needs and provide recommendations and reports as necessary.
- Advise inspectors as to the quality and quantity of work desired.
- Perform additional duties as requested that are necessary and incidental to the functioning of the department.

### **KNOWLEDGE AND ABILITY REQUIREMENTS:**

- Knowledge of the problems encountered and procedures used in the design, maintenance and construction of projects, including the preparation and review of municipal or other construction plans and specifications.
- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms and other office procedures and terminology.
- Ability to apply basic engineering principals and techniques in plan designs, charts, maps, specifications and estimates.
- Ability to inspect construction projects for the purpose of determining conformance with designs, plans and specifications.
- Ability to read, prepare, analyze, develop and interpret construction plans and specifications.
- Ability to solve complex engineering and design problems.
- Ability to establish and maintain effective working relationships with consulting engineers, general contractors, department heads, associates and others having an interest in municipal engineering work.
- Ability to prepare clear, technically sound, accurate and informative engineering and other reports containing findings, conclusions and recommendations.
- Ability to utilize various types of electronic and/or manual recording information systems used by the Township.
- Ability to monitor capital projects on-going in the Township.
- Ability to act as the contact person to assist and address questions and concerns by consulting engineers, general contractors, residents and businesses dealing with capital projects and engineering matters generally.
- Ability to oversee construction management, project management and any day to day engineering issues that arise.
- Assist with storm water matters and DEP annual reports.
- Assist in securing DEP permits for drainage projects.
- Work alone and/or in conjunction with Consulting Engineers relative to reviewing DEP requirements for the landfill (closed in 1984), as well as test well compliance on that landfill.

- Address street light management issues including reviewing requests for the Township to assume financial responsibilities and tracking light out notifications.
  - Work with the Department of Public Works tracking and developing usable information regarding street and road maintenance responsibilities.
  - Conduct inspections of junk yards and mining operations as necessary or requested.
  - Ability to bill escrow accounts as necessary for type, nature and scope of work.
  - Ability to establish and maintain effective working relationship with other employees, township officials, and the general public;
  - Ability to communicate with people outside the department, representing the department to customers, the public, and other external sources – which communication might occur in person, in writing, by telephone or e-mail;
  - Ability to evaluate information to determine compliance with standards using relevant information and individual judgment to determine whether events or processes comply with laws, regulations or standards.
- **NOTE: The job description 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 specification and conversely, all duties performed on the job may not be listed. The Township Engineer understands that at times certain job responsibilities will need to be performed in adverse weather conditions.**

**EQUIPMENT USED:**

Copier	Calculator	Computer & Printer	Telephone	Fax machine
Two-way Radio	Shredder	Motor Vehicle	Engineering Tools of the Trade	

**MINIMUM REQUIREMENTS/QUALIFICATIONS:**

- Must possess and maintain a professional Engineers license issued by the New Jersey State Board of Professional Engineers and Land Surveyors.
- Must possess and maintain a valid New Jersey Driver’s license with good driving record.
- Minimum of two years’ experience in municipal engineering.
- Ability to attend meetings at the Township Council, Planning Board, Board of Adjustment, and other committees and sub-committees as needed.
- Must be able to read, write, speak, understand and communicate in English sufficiently to perform the duties of this position.
- Must successfully pass a thorough criminal history and background check.
- Must be willing to attend various classes and training as needed.
- Must successfully pass a six month probation period.
- Must be able to lift 70 lbs., open manhole covers, walk, climb ladders and enter manholes and catch basin structures.
- Carry out written and oral directions.
- Handle complaints tactfully and promptly.
- Establish and maintain effective working relationships with fellow employees and the public.

This position has regular access to confidential records and material. The applicant, therefore, must possess a marked ability to maintain the confidentiality of such records. Maturity in decision making and strong organizational skills are also essential.

Applicants interested in applying should apply on line.

South Brunswick is an Equal Opportunity Employer.