



# The Ocean County Utilities Authority

Helping to Preserve the Water Resources of Ocean and Southern Monmouth Counties in the State of New Jersey

## Manager/Director, Engineering and Construction Department Vacancy

The Ocean County Utilities Authority, a public regional wastewater treatment facility consisting of three treatment plants and 39 pumping stations with a total combined capacity of eighty (80) million gallons per day, is presently seeking a *Manager/Director, Engineering & Construction Department* to coordinate and manage all of the engineering and construction activities of the Authority.

The candidate will work closely with the three operating divisions and will be responsible for developing and managing an annual  $\pm$  \$20 million Capital Improvement Plan. The candidate must have the ability to communicate with the public as well as manage a subordinate staff of 18 employees. The candidate will coordinate the review of the technical reports, plans, and specifications prepared for any proposed Authority facility. Experience in specification writing and public bidding is essential. Must possess good oral and written skills as well as complete computer literacy.

### **Qualifications/Requirements:**

A bachelor's degree in Civil or Environmental Engineering is required, additional studies beyond a bachelor's degree are desirable. Must possess a New Jersey Professional Engineer's license or the ability to *immediately* obtain one. Must have the ability to communicate with the public as well as supervise a subordinate staff. A minimum of eight years in a position supervising a technical staff is required.

### **Benefits:**

Starting salary commensurate with experience and qualifications. The Authority offers an excellent benefit package including health insurance, participation in the Public Employees Retirement System (PERS), vacation, sick, and holiday pay.

### **How to Apply:**

For immediate consideration please forward your resume with salary history and a cover letter *including your salary requirement* to [czehner@ocua.com](mailto:czehner@ocua.com) or mail to:

**HUMAN RESOURCES  
THE OCEAN COUNTY  
UTILITIES AUTHORITY**

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[www.ocua.com](http://www.ocua.com)

An Equal Opportunity Employer

# THE OCEAN COUNTY UTILITIES AUTHORITY

## Job Description

Position: MANAGER/DIRECTOR, ENGINEERING AND CONSTRUCTION

### Summary:

The Manager/Director, Engineering and Construction is responsible for coordinating and managing the engineering and construction activities of the Authority.

### Essential Duties and Responsibilities:

The following list of duties for the Manager/Director, Engineering and Construction is not exhaustive and is subject to change.

### Engineering and General Department Duties

1. Planning for all aspects of projects to meet the needs of the Authority (feasibility, design, construction, permitting, funding). Develop and maintain a Capital Needs Plan. Provide budgeting information to other divisions of the Authority as required.
2. Coordinate the review of technical reports, plans, and specifications prepared for any proposed Authority facility.
3. Oversee and supervise the preparation and/or coordination of applications for permits from Federal, State, and County regulatory agencies required by the Authority's construction.
4. Solicit, review, and make recommendations on proposals submitted by various specialized consultants for the design and construction of Authority facilities.
5. Oversee the acquisition of all properties and easements necessary for the construction of any Authority facility. Handle all inquiries relating to real estate matters.
6. Supervise the preparation of all necessary technical reports, plans, and specification submissions to the regulatory agencies.
7. Oversee the preparation, advertisement, receipt, and award of bids for all construction and associated contracts for which the division is responsible.

8. Oversee the review of reports, plans and specifications of proposed sewerage facilities submitted by local municipalities and Municipal Utilities Authorities for Authority approval.
9. When called upon, represent the Executive Director in meetings with the regulatory agencies, Authority consultants, and the general public.
10. Provide technical advice and assistance in a timely manner to other departments as needed.
11. Review and recommend for payment all vouchers submitted to the Authority for division activities.
12. Oversee the general operation of the Authority's wastewater flow metering system. Supervise the preparation of the Participant's Annual Charge billings and help to resolve any disputes.
13. Coordinate with the Ocean County Planning Department on the development of Water Quality Management Plans and Wastewater Management Plans.

Construction Specific Duties

14. Oversee and supervise the construction activities of the Authority to assure proper and timely execution of the work, and conformance to the contract documents.
15. Monitor and provide guidance for construction problems and take steps to resolve major issues.
16. Review potential change orders, make recommendations to the Executive Director and Commissioners and other concerned parties, and supervise negotiations of the cost of the changes.
17. Oversee and monitor the appropriate construction paper work and construction-related meetings and minutes.
18. Report to the Executive Director and Commissioners on the progress, changes, resolutions, and close-out of the construction contracts.
19. Review and recommend for payment all vouchers submitted to the Authority for construction activities.
20. Perform other duties as assigned.

Reports To:

The Manager/Director, Engineering and Construction reports directly to the Executive Director.

Supervisory Responsibilities:

The Manager/Director, Engineering and Construction supervises the Engineering Manager, Construction Manager, Planning/Metering Engineer and the Administrative Assistant, Engineering and Construction.

Qualifications/Requirements:

Must possess, as a minimum, a bachelor's degree in Civil or Environmental Engineering. Additional studies beyond a bachelor's degree are desirable. Must possess a New Jersey Professional Engineer's license or the ability to immediately obtain one. Must have the ability to communicate with the public as well as supervise a subordinate staff. A minimum of eight years in a position supervising a technical staff.

Position Level: Executive - 40 hours

1/96

Revised 1/97

Revised 7/00

Revised 8/01

Revised 6/07

Revised 3/08

Revised 1/12