SECTION 1 - INTRODUCTION

Outlined herein are the basic employee skills and operational functions necessary in the execution of the duties of this position. The requirements presented are to be considered minimum, since the position demands full application of the titleholder's abilities for successful discharge.

SECTION 2 - PERSONAL REQUIREMENTS

The position requires the following education, training, and experience.

a. **Education** -
   
   *Preferred*: Bachelor of Science Degree in Engineering, advanced degrees in fields related to the design, construction, operation and management of water and sewer utilities.
   
   *Desirable*: Successful completion of recognized training programs in the fields of water and sewage treatment and distribution.

b. **Experience** - The individual shall have at least 5 years’ experience in the supervision and management of personnel engaged in both daily and project level activities. Management of small office inclusive of fiscal management is helpful. General knowledge of operation of water and sewage treatment, distribution and collection facilities is required, as are good record keeping and report writing capabilities.

c. **Personal** - The individual shall have and maintain the personal character and standing that will provide a favorable background credentials check.

   This position involves working with customers to resolve conflicts. Neatness, cooperation, patience, enthusiasm, positive attitude, and dependability are also required of a person in this position, along with initiative, sound judgment and common sense. This position requires attention to detail, excellent organizational skills, and discretion with confidential information and sensitive matters involving customers, financial, legal and personnel.

d. **Licensure** - A valid New Jersey driver’s license is required. W2, T2, S2 and C2 licenses are desirable.

SECTION 3 - JOB REQUIREMENTS

This position requires the performance of various duties which shall be carried out in a conscientious and professional manner. Such duties include, but are not limited to, the following:

a. **PRIMARY RESPONSIBILITIES**

   i. Supervisory responsibility over all Administrative and Field Operations personnel. Administration of all functions of the Authority and responsibility for all personnel actions while being responsive to the needs and requests of personnel. Ensure all personnel are properly trained for the work required and the safe and efficient use of equipment and facilities. Establish and maintain Individual Performance Objectives for all personnel on an annual basis. Review and approval of all employee timesheets associated with payroll.
ii. Schedule work projects as well as all activities of personnel.

iii. Responsible for the Authority’s Safety Program and ensure that all safety procedures and training are met.

iv. Accountable for the operation and maintenance of all process equipment, buildings, grounds and appurtenant structures related to facilities operated by the Authority. Provide recommendations for upgrades, modernization or replacement to improve operations and increase safety. Maintain proper functioning of all Authority systems and equipment. Ensure that periodic evaluations of all equipment are performed. As required by permit or practice, ensure that all collection, testing and flow monitoring are carried out by the Licensed Operator.

v. Ensure that regulations and standards promulgated by Local, State or Federal Regulatory Agencies which affect the Authority shall be reviewed and, to the extent required, incorporated into the work routine. Make use of the available resources, and make recommendations as necessary, to ensure strict adherence to the requirements of such Regulations and Standards.

vi. Coordination and oversight of the development and execution of work involving expansion of the Authority’s service area or major rehabilitation or modification of existing facilities.

vii. Responsible for the development and oversight of the fiscal year budget including contract items, budget and extraordinary expenditures incurred during each fiscal year. Review all expenditures to ensure that they are appropriate and within the fiscal budget. Obtain Authority Board approval for expenditure above the limits as set by the Authority Board. Review and approve all adjustments made to customer billing. Supervisory responsibilities for the purchasing process as required under the State Public Purchasing Laws.

viii. Ensure that all activities undertaken by the Authority are documented including all Authority processes and Authority Rules & Regulations.

ix. Coordinate and ensure all new connections follow Authority specifications and Service Agreements are prepared as required.

b. **Personnel** –Supervisory responsibility over all Administrative and Field Operations personnel

c. **Project Assignments** - Shall be required to carry out special projects that are assigned as needed.

d. **Accountability** - Accountable to the Authority Board of Commissioners for the actions and performance of duties. On an annual basis, Performance Objectives will be assigned and/or mutually agreed upon for the upcoming year.

e. **Training** – Responsible for attending and passing any additional training that may be required.
f. **Duty Outside Business Hours** – Attendance at the evening Authority Board meetings is required. In addition, occasional evening hours may be required.

g. **Physical Demands** - Physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, better than average manual dexterity is important as well as the physical endurance to walk and stand for long periods of time. Also frequently required to sit for long periods of time. Heavy lifting of up to 50 lbs. on a periodic basis is required as is the ability to do a substantial amount of climbing, reaching, leaning and bending. Good eyesight and hearing is necessary to perform the duties of this job.

h. **Work Environment** - The work environment characteristics described here are representative of those an employee encounters while performing the functions of this job. Normal office conditions exist. The noise level in the work environment is usually quiet to moderate. Smell due to sewage operations can occasionally be unpleasant.

**SECTION 4 - SALARY & BENEFITS**

a. **Wages:** salaried; exempt from overtime

b. **Paid time off:** consistent with other WTMUA employees as provided in the Authority’s Personnel Policies and Procedures Manual

c. **Medical Benefits:** consistent with other WTMUA employees as provided in the Authority’s Personnel Policies and Procedures Manual

d. **Pension:** participation in NJ State Pension plan is required

e. **Work Schedule:** 8:00am – 4:00pm