

TIDEWATER UTILITIES, INC.
- JOB OPENING -
DOVER, DE

Job Title: Planning & Development Assistant

Job Location: 1100 S. Little Creek Road, Dover, Delaware 19901

Job Summary:

The Planning & Development Assistant is responsible for assisting the Director of Contract Administration with reviewing and evaluating potential development projects, in an effort to prepare proposals, which would allow the Company opportunity for growth.

Work Performed:

1. Reports to the Director of Contract Administration.
2. Assists in construction cost estimating in preparation for evaluation of proposed water service agreements.
3. Assists with the preparation of purchase orders and work orders for capital projects.
4. Assists with preparation of regulatory permit applications.
5. Assists with the preparation of easement documents and water service agreements.
6. Assists with fulfilling data requests from State regulatory agencies.
7. Preparation of the Developer Contribution Completion Reports.
8. Assists with preparation of Developer Rebates.
9. Maintain Fire Protection Status Log.
10. Implements the Company's Document Retention Program for the Engineering Building and manages the Document Retention Room.
11. Maintain the hyperlinks for the GIS Mapping for Water & Wastewater Service Agreements and Easements.
12. Maintain Master Contract Log.
13. Performs related duties as required.

Qualifications:

- High school diploma or equivalent, required.
- Associates degree in business or a related field from an accredited college or university preferred.
- Valid Driver's License.
- Good problem solving ability and analytical skills.
- Computer knowledge in database and spreadsheet applications.
- Ability to communicate both orally and in writing.
- Ability to learn to read/interpret engineering plans and specifications.
- Good technical writing skills.

You can submit your resume and salary requirements by: e-mail to HRG@middlesexwater.com by fax to 732-638-7667 or by mail to HR Generalist, Middlesex Water Company, 1500 Ronson Road, Iselin, NJ 08830.

No Phone Calls Please.

Candidates must possess authorization to work in the United States.

Middlesex Water Company and its' subsidiaries are an Equal Opportunity Employer.

Candidates must be able to pass a Drug Screen, Pre employment physical, background check, and have a valid driver's license.