

**MIDDLESEX WATER COMPANY**  
**JOB OPENING**  
**ISELIN, NJ**

**Job Title:**           MANAGER OF ENGINEERING – NJ

**Department:**       ENGINEERING

**Job Summary:**

The Manager of Engineering is responsible for the overall management of engineering services and project delivery performed for the NJ operating systems. This position is primarily focused on distribution system development, improvements, design and construction support, project management of construction projects, supervision, and program management as needed and directed by the Director of Engineering. This position provides required direction for project management, project delivery, and oversight to assure design and construction are to Company specifications and interests.

**Work Performed:**

1. Planning

- Provide assistance and support for the scheduling of the Company's distribution system betterment programs.
- Preparation, and/or review, of periodic analyses, studies and deliverable reports as needed.
- Work with external stakeholders to be aware of and provide input to the overall planning and coordination of the Company's overall capital plan.

2. Service Area Growth and System Design

- Oversee review of service area growth and demands for impact to the Company's ability to provide service.
- Provide engineering design and/or review of work including the input and development of construction standards
- Responsible for the development, publication, bidding and contract administration support of distribution system improvement construction contracts.
- Sign and seal specifications, drawings, and other related documents as a Licensed Professional Engineer for responsible projects.

3. Engineering Support and Project Management: Provides engineering support and project management as needed on varied projects throughout the Company including:

- Provide required project management and technical support to Construction Department personnel to effectively construct Company facilities as designed.
- Provide technical support and interpretations of specifications, drawings and contract documents for Company designed work.

- Provide project management of special projects including planning, design, and/or construction management. The types of projects include pipe work, structures and pump stations, storage reservoirs and tanks and treatment plants.
- Recommend, procure, and oversee consulting engineering work as required, including RFQ, scope development, RFP and award process.

#### 4. Technology

- Utilize appropriate software for the efficient and effective implementation of work and systems. This includes Word, Excel, GIS, MS Project, Oracle WAM.

#### 5. Miscellaneous

- Responsible to continually manage performance for successful achievement of Department objectives and milestones.
- Directly supervise staff including employee development, performance management and evaluations, and management functions.
- Prepare and deliver various engineering-related presentations and studies, both internally and externally.
- Spearhead various initiatives to identify and improve processes with development of new processes or tools.
- Provide support for the Company's emergency operations plan including performing damage assessments as required in the plan.
- Represent the Company at industry-relevant and Company committees, peer groups, organizations, and associations.
- Effective communication with company personnel, consultants, contractors, and customers.
- Provide support and oversee SRF/NJEIT funding requests and compliance with these requirements as they pertain to project design and construction.
- Perform other duties as may be required by Department needs.

#### **Essential Functions:**

- Capability to manage multiple projects simultaneously and/or issues towards successful completion of projects.
- Directly supervise Department Engineers and Technicians.
- Technical abilities for engineering analysis and support.
- Effective communication with customers, staff, peers, and superiors.
- Leadership to direct subordinates, peers, and small cross functional work groups.
- Physical capability for light lifting.
- Ability to climb and access construction work sites (construction excavations, concrete vaults, scaffolding).
- Project and program management of extension program and support personnel.

**Qualifications:**

- B.S.C.E. or equivalent, required.
- New Jersey Professional Engineer's license.
- Eight (8) years of progressively responsible experience in water utility planning, design, and construction.
- Valid driver's license, required.
- Computer/PC proficiency including Word, Excel, Project, PowerPoint, and ArcGIS.
- Excellent verbal and writing communication skills in English.
- Excellent organizational skills.
- Excellent problem solving ability and analytical skills.
- Supervisory experience of engineers, technicians, and support staff.
- Project management experience including oversight of outside consultants and contractors.

**You can submit your resume and salary requirements by: e-mail to [HRG@middlesexwater.com](mailto: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.**