

TIDEWATER UTILITIES, INC.
- JOB OPENING-

DOVER, DE

Manager of Contract Administration

Are we RIGHT for you?

The word RIGHT stands for what we VALUE: Respect, Integrity, Growth, Honesty and Teamwork.

Why join our team?

Middlesex Water Company (NASDAQ:MSEX) has been an industry leader since 1897. We promote professional and personal development in a work environment that is supportive and responsive. We understand the importance of our services and the individuals who uphold our reputation.

Joining our team means that you have a multitude of benefits that support you in and out of the workplace such as- full medical, dental, and vision benefits, 401k, paid time off, tuition assistance, learning and development opportunities, employee assistance program, and more. To learn more, please visit www.middlesexwater.com

Job Summary:

The Manager of Contract Administration is responsible for managing the Company's contract adherence program. Duties also include preparing, reviewing, revising, and tracking all contracts and agreements and related payments and obligations. The Manager of Contract Administration is also responsible for the implementation of the Company's Land Rights Program. Reports to the Vice President, Development and Contract Administration. The successful candidate will be passionate about supporting and driving the Company's Values, RIGHT: Respect, Integrity, Growth, Honesty and Teamwork.

Work Performed:

1. Responsible for overseeing the preparation and revision of all service agreements, contracts and other related legal agreements for the Company and its Delaware subsidiaries, including negotiating the business terms for all water and wastewater service agreements, amendments and other contracts as needed.
2. Provide input to interdepartmental teams leading to the formation of new contracts and agreements.
3. Track and ensure compliance with all agreement/contract related obligations to and from the Company including: Letters of Credit, Payment Bonds, Impact Fees, Misc. Payments, and Developer Contribution Completion Reports.
4. Maintain master contract list for Tidewater and all other Delaware-based companies including filing and recordation.
5. Work closely with TUI's accounting staff and MWC Accounting Department on various projects including month end closing and rebates.
6. Responsible for assisting in completing PSC Annual Reports, county utility reports and other PSC reports as needed.
7. Assist in the budget process.
8. Supervises Planning & Development Administrator and Planning & Development Assistant positions.

Qualifications:

- Bachelor's Degree in engineering, business, legal studies or a related field.
- Experience with spreadsheets and word processing.
- Good oral and written communication skills.
- Valid Delaware driver's license.
- Experience in drafting agreements, contracts and easements.
- Supervisory experience.
- Good organizational skills.
- Five years' experience in a position involving contract administration or business management.
- Budget planning and cost estimating experience.
- Knowledge of financial methods.
- Familiar with local, State and Federal regulations.

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 in good standing.

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, 485C Route 1 South, Suite 400, Iselin, NJ 08830.

No phone calls please. We thank all applicants in advance for their interest; however, only those applicants who are being considered for the position will be contacted.