



## GROW WITH US!

*Our century old tradition of service excellence is the result of people just like you.*



### ENGINEERING TECHNICIAN III

#### 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](http://www.middlesexwater.com)

#### Job Summary:

Provides engineering support, planning, and design on Engineering Department projects, programs and systems, primarily related to distribution system improvements. Responsible for project coordination and administrative processes associated with these programs; and the maintenance of records of facility components. The successful candidate will be passionate about supporting and driving the Company's Values, **RIGHT**: Respect, Integrity, Growth, Honesty and Teamwork.

#### Work Performed:

- Life Cycle work for Engineering distribution system projects and New Customer Services:
  - Provides initial project planning and design for expansion of the distribution system plant. Interfaces with customers, developers/builders, local officials, engineers and Company staff. Generally the work includes:
    - New Service Customers – interface with new customers/developers to establish new water service compliant with MWC Standards
    - Service Area Growth and Changes - Monitors development within the service area for necessary improvements to provide for expansion and/or modification of distribution facilities for water supply. Plans, designs, and coordinates work for the required mains, service lines, hydrants and meter installations up to approval for construction, including will serve letters.
    - Company Sponsored Projects - (Including feeder mains, small main replacements, main relocation, dead end closures, and fire protection blanket). Reviews requests, system requirements for needed improvements. Interfaces with local fire and municipal officials for input.
    - Track Capital Projects and Service Line projects to ensure completion of necessary project milestones – Preliminary Engineering, Design, Construction, Completion.

## Work Performed (Continued):

- The specific technical work involves using Company standards and prescribed methods for the following:
  - Prepares initial project review, layout, preliminary design and final design of utility facilities in proposed projects for Company review and approval. This includes the review of plans by others, field visits for determination and verification of utility and physical locations of facilities, and design of necessary water distribution improvements.
  - Communicates with customers, developers and municipal officials. Represents the Company in these discussions and enforces Company standards and requirements. This includes site visits and attendance at external meetings where necessary.
  - Prepares cost estimates (preliminary and final design) for construction and retirement projects and deed taps on an as-needed basis.
  - Upon approval, prepares projects for construction including preparation of traffic control plans, obtaining necessary permits and approvals.
  - Reviews and approves Post Construction Documentation including records of work cards, as built records and oversees and performs the transfer of this information to the facility as-built records and drawings.
  - Reviews and provides initial design for all service applications including individual service lines and permit acquisitions.
- Assist in Preparation and Administration of Main Extension and Easement Agreements:
  - Prepares documentation for main extension projects including external correspondence, construction job/work orders, contracts, agreements (main extension and relocation), ROW's and easements.
  - Collects and processes deposits, and maintains project files (electronic and hardcopy).
  - Reviews easement descriptions and oversees easements entered into GIS and filed with County. Prepares construction procurement Individual Project Packages (IPP) for review by supervisor.
- Assist in Road Opening Permit Administration:
  - Assist with the necessary emergency notifications and application for road opening permits and related escrow deposits as required by local road jurisdictions. Processes necessary information from project sponsors, obtains necessary checks and submits necessary information to road agencies.
  - Assist with the preparation of traffic control plans as necessary for specific road opening applications.
  - Assist with the administration and reporting of all information related to the road opening permit program, including requesting appropriate refunds from escrow accounts when restoration is completed.
- As Built Record Keeping and Reporting:
  - Responsible for the oversight and updating of facility as-built records and information and efficient distribution of this information to operating personnel. This includes the maintenance and upkeep of these records, and necessary reporting of this information including BPU annual report, Franchise and Excise tax report, Fire Service Charges Report and other reports as required.
- Technology:
  - Utilizes appropriate software for the efficient and effective implementation of Engineering planning and design duties. This includes Word, Excel, and Access.
  - Entering road improvement project information and main extension projects into the Geographic Information System (GIS).

## **Work Performed (Continued):**

- Miscellaneous:
  - Maintains project status reports of engineering projects.
  - Responsible for the preparation of miscellaneous summary reports of facilities records for NJBPU bluebook, fire service charges, excise tax, franchise and gross receipts tax.
  - Provides customer assistance regarding inquiries for water service, construction status and facilities locations, including coordination with Distribution for inspection of installed service lines and meter spreads.

## **Essential Functions**

- Engineering project preparation, design, coordination and organization for service lines and minor projects.
- Ability to interact and represent the Company with coworkers, customers, peers, contractors and officials.
- Computer and organizational skills including an overall understanding of data manipulation and processing.
- Capability for light physical work.
- GIS capabilities.

## **Qualifications:**

- High school diploma with additional engineering/construction related schooling preferred.
- 1-6 years' experience with water utility and/or site development.
- New Jersey driver's license.
- Good problem solving ability and analytical skills.
- Computer experience in database and spreadsheet usage and systems setup and modification including Word, Excel, and Access.
- Excellent organization skills and ability to perform work independently.
- Good communication (verbal and written) skills.
- Ability to read, interpret, and edit engineering plans and specifications.
- Is familiar with or capable to learn GIS software for Engineering planning and design purposes.
- General knowledge of traffic control standards associated with utility construction in roadways.

## **Americans With Disabilities Act:**

- Climbing ability.
- Visual acuity.
- Manual dexterity.
- Heavy lifting.
- Normal hearing.
- Walking ability.
- Must be able to smell.

**Candidates must possess authorization to work in the United States.**

**Candidates must be able to pass a drug screen, pre-employment physical, background check, and have a valid driver's license.**

**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, 485 Route One South, Building C 4<sup>th</sup> floor, 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, or are currently employed by Middlesex Water Company will be contacted.**

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