



Engineering Services Supervisor

Position Classification: M-2

RESPONSIBILITIES

Performs skilled technical work, under the direction of a professional engineer or assigned alternate, in connection with any phase of engineering or related activities in the field, office, or laboratory pertaining to surveying, planning, design, inspection, investigation, maintenance, and/or other fields; serves as manager of the Authority's geographical information system (GIS) database and does other related duty as required.

ESSENTIAL FUNCTIONS

- × Administrative and engineering tasks associated with the production of Division reports, compliance reports, records management, etc.
- × Fiscal tasks associated with the production and management of operating and capital budgets, purchases, contracts for equipment and services and consultant support in accordance with applicable State laws, optimization of expenditures to control costs, etc.
- × Human resource tasks associated with supervision of assigned staff; conducting routine performance reviews; develop and implementation of staff training programs and standard operating procedures; time tracking; enforcement of Authority Union contract, human resource, health, safety and security policies and procedures; etc.
- × Serve as the lead person of a party on investigations, inspections and surveys involved in engineering projects and related work.
- × Develops and interprets proofs, charts, maps, blueprints, and other types of plans and technical data.
- × Conducts studies, prepares reports, performs statistical work, collects samples, conduct tests and performs related work as required.
- × Assist in assembling proposals and other specifications.
- × Develops and interprets proofs, charts, maps, blueprints, and other plans.

- × Participates in the design of simple features, and performs complex mathematic computations involved in engineering construction and operations.
- × Manage the GIS database, produce GIS maps and utilize other functions of GIS for data analysis and report production.
- × Utilize various types of electronic and/or manual recording and information systems used by the Authority.
- × Functions of this position include work assignments in the ambient atmosphere including extreme cold, hot, wet or other inclement weather conditions. Scheduled work assignments and non-scheduled emergency call-outs, may be required on non-standard work days and/or work hours, including nights, weekends and holidays. Related and other duties. This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

AUTHORITY

This position is a direct report to the Principal Engineer, or assigned alternate, and requires supervision of professional, intern and field staff, requires interaction with the general public and local, county, State and Federal public agency representatives. The position requires interaction and coordination of duties with all Divisions of the Authority.

REPORTING

This position will be assigned to work at the Authority Headquarters located at 19 Saddle Road in Cedar Knolls, New Jersey, 07927. The general assigned work hours are from 7:30 a.m. to 4:00 p.m. with a one-hour non-paid lunch to be consistent with schedules of assigned staff. The start and finish times of a work day may vary depending on Authority needs. Reporting for duty may be required on occasion to assist in response to Authority emergencies.

Office assignments will be supplemented with Authority field work activities.

QUALIFICATIONS

As a condition of employment, after an offer has been issued but before employment has commenced, the successful applicant must successfully complete an illegal substance test, security background check and the functional capacity exam (FCE) based on the attached job specific Functional Capacity/Work Ability Evaluation.

LICENSES AND CERTIFICATION

1. Maintenance of a New Jersey Basic Driver's License.

EDUCATION

1. U.S. accredited Bachelor of Science degree in engineering, engineering technology, etc., or other approved combination of education and experience.
2. Obtain Microsoft Office Certifications, or approved alternate, where three (3) sequential attempts to obtain the certifications will be provided where additional attempts will require written approval of the Executive Director:
 - a. Microsoft Operating System Fundamentals, Word and Excel within six (6) months of the date of hire.
 - b. Outlook, Access and Power Point within 12 months of the date of hire.

SKILLS

1. Minimum of ten (10) years of experience working in an engineering or related technical environment.
2. Demonstrated proficiency in applied engineering activities and related technical operations.
3. Demonstrated proficiency in operating global positioning system (GPS) and robotic surveying and testing instruments.
4. Demonstrated proficiency in electronic drafting applications; preparation of engineering drawings and plans; ability to read and interpret plans, maps and specifications.
5. Knowledge of materials, tools, and equipment used in various engineering construction, maintenance, and/or operational projects.
6. Knowledge of methods used in making arithmetic calculations and of fundamentals of algebra, plane geometry, and trigonometry.
7. Ability to prepare complete, accurate reports. Ability to maintain records and files. Ability to utilize various types of electronic and/or manual recording and Authority, office, or related units.
8. Ability to work in a fast-paced, high intensity work environment.
9. Demonstrated proficiency in leadership and supervision. Must be proactive, strategic, detail oriented and encourage staff development. Candidate must also demonstrate common courtesy and respect to all employees, customers, vendors, and public—even under the most difficult situations.

10. The person serving in this position is expected to maintain up-to-date skill sets to remain current with best available technologies.
11. Excellent comprehension, written and oral skills in English so that involved and complicated instructions and technical texts can be read, understood, produced and communicated to staff.
12. Ability to work harmoniously with co-workers, supervisors, managers, and the public.
13. Ability to demonstrate understanding and satisfactory compliance of Authority policies, procedures, practices, processes and essential functions.
14. Travel, including overnight and weekend stays, as needed to attend professional related seminars, conferences, etc. Travel may be local, regional or within the Continental US.

Attachment: Functional Capacity Requirements (07/26/17)

FUNCTIONAL CAPACITY REQUIREMENTS FOR GENERAL OFFICE INCLUDING FIELD WORK

TITLE:	Engineering Services Supervisor IT Manager IT Infrastructure Assistant Supervisor Operations Assistant Operations Assistant Supervisor Operations Superintendent Program Coordinator, Supervisor Senior Engineer Superintendent Water Quality Assistant Supervisor Water Quality/Regulatory Specialist Principal Engineer	PREPARED BY:	C. Mercado	DATE PREPARED/REVISED:	Revised 07/26/17
DIVISION:	General Office	DEPARTMENT:	Administration Operations Engineering IT Lab/Water Quality	APPROVED BY:	K. Crawford, C. Mercado
CATEGORY WORK:	MEDIUM				

JOB-RELATED PHYSICAL ACTIVITIES	DETAILS	RARELY	SELDOM	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY	Weight Amounts, if applicable	Notes
		(up to 5 mins of total work time)	(6-29 minutes daily)	(30 minutes to 2 1/2 hours per day)	(2 1/2 to 5 1/4 hours per day)	(5 1/4 hours or more per day)		
Balance	To maintain body equilibrium on narrow or inclined surfaces.		✓					
Bending	Flexion of the upper trunk forward while standing and knees extended or knees flexed when sitting.			✓				
Carrying	To hold or rest weighted objects (<i>indicate weight</i>) directly on hands, arms, shoulders, or back while walking from one location to another.			✓			≤ 40 lbs.	Use of Buddy system if carrying more than 50 lbs.
Climbing Ladders	Ascend/descend with gradual or continuous progress by oneself, using both hands and feet.	0-10 ft.		✓				
		10-20 ft.	✓					
		20-30 ft.	✓					
Climbing Stairs	Ascend/descend with gradual or continuous progress by oneself, using both hands and feet.			✓				
Crawling	Moving body slowly in a prone position on hands and knees flexion, with arms extended and elbows bent.		✓					
Crouching	Bending downward and forward by bending the legs and spine			✓				
Driving	The controlled operation and movement of a land vehicle, such as a car, truck or bus (<i>indicate manual or automatic</i>)				✓ automatic			
Grasping	To handle, clasp or embrace with both arms, hands fingers. Applying pressure to an object with fingers and palm.			✓				
Keyboarding/Typing (motor coordination)	To move the fingers rapidly and accurately during keyboarding tasks.					✓		
Kneeling	Maintaining the body in an erect posture while resting body weight on one or both knees.			✓				
Lifting	Raising objects from a lower to a higher position or moving objects from position to position.			✓			≤ 40 lbs.	
Manual Dexterity	To move one or more hands rapidly and skillfully to perform gross grasping, placing and turning motions. Including handwriting.				✓			
Pulling	Exertion of force to draw an object towards oneself in a particular direction or position.			✓			≤ 40 lbs.	
Pushing	Exertion of force on or against an object (<i>indicate weight/size</i>) to move it from one location to another.			✓			≤ 40 lbs.	
Reaching	Extending the hands and arms in any direction.			✓				
Reaching Above Shoulder	To extend either arm to reach from shoulder level to overhead.			✓				

FUNCTIONAL CAPACITY REQUIREMENTS FOR GENERAL OFFICE INCLUDING FIELD WORK

TITLE:	Engineering Services Supervisor IT Manager IT Infrastructure Assistant Supervisor Operations Assistant Operations Assistant Supervisor Operations Superintendent Program Coordinator, Supervisor Senior Engineer Superintendent Water Quality Assistant Supervisor Water Quality/Regulatory Specialist Principal Engineer	PREPARED BY:	C. Mercado	DATE PREPARED/REVISED:	Revised 07/26/17
DIVISION:	General Office	DEPARTMENT:	Administration Operations Engineering IT Lab/Water Quality	APPROVED BY:	K. Crawford, C. Mercado
CATEGORY WORK:	MEDIUM				

JOB-RELATED PHYSICAL ACTIVITIES	DETAILS	RARELY	SELDOM	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY	Weight Amounts, if applicable	Notes
		(up to 5 mins of total work time)	(6-29 minutes daily)	(30 minutes to 2 1/2 hours per day)	(2 1/2 to 5 1/4 hours per day)	(5 1/4 hours or more per day)		
Repetitive Motions	Substantial movements (motions) of the wrists, hands, and/or fingers.				✓			
Sitting	Resting of the body weight in a seated position while engaging in a single activity.				✓			
Squatting	Maintaining the body in an erect position with full flexion of the knees.			✓				
Standing	Maintaining the entire body in an erect posture without change in location.				✓			
Stooping	Flexion of the upper body forward at the waist with partial flexion of the knee.			✓				
Trunk Twisting	Rotation of the neck or trunk to the right or left from a neutral position while sitting or standing.			✓				
Walking	Moving the entire body from one location to another using a heel to toe gait.			✓				