

STAFF ENGINEER

The Township of Roxbury Engineering Department is accepting applications for full-time civil engineer. This position duties include but not limited to performing engineering design tasks related to roadway, drainage, sanitary sewer and water system improvements, including preparation of drawings in AutoCAD, technical specifications and bid documents, and work tasks associated with compliance with NJDEP Stormwater Management Regulations. A Bachelor of Science Degree in Civil Engineering, or equivalent education attainment in related degree, three (3) years of varied municipal engineering experience, computer skills, GIS knowledge, and a valid N.J. driver's license are required. A combination of education attainment and municipal experience will be considered. For full job description and application go to www.roxburynj.us EOE.

Send applications and resume to: Melanie Michetti, Township of Roxbury, 1715 Route 46, Ledgewood, NJ 07852 or michettim@roxburynj.us

JOB DESCRIPTION

STAFF ENGINEER

GENERAL PURPOSE

Under direct supervision, in one or more areas of engineering, performs field and office engineering work involved in the design, permitting, maintenance and construction of structures and/or systems, and other related duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Performs field and office engineering work involved in the design, permitting, maintenance, and construction of roads, streets, water, sanitary sewer and stormwater systems, public grounds, water and supply systems.

Performs calculations.

Prepares graphs, tables, and curves.

Records data of tests and visual observations.

Reviews and compiles information from technical engineering manuals and reports.

Prepares layout and detail drawings on routine projects from specific instructions, notes, or sketches.

Visits construction sites to obtain information.

Reviews contractor's drawings/sketches for adherence to contract specifications; notifies supervisor of deviations.

Coordinates assigned activities with those of other division departments and outside agencies and organizations.

Serves on a variety of boards, commissions and/or committees; prepares and presents staff reports and other necessary correspondence.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

Graduation from an accredited college or university with a Bachelor's degree in Civil Engineering.

Possession of a Professional Engineer's License issued by the New Jersey Board of Professional Engineers and Land Surveyors.

Five (5) years of experience in applying civil engineering principles and practices.

Necessary Knowledge skills and abilities:

Knowledge of operational characteristics, services and activities of a municipal engineer

Proficient in job specific software.

Proficient in Microsoft Office Suite (Outlook, Word, Excel).

SPECIAL REQUIREMENTS

Must possess and maintain a driver's license valid in New Jersey with a satisfactory driving record and continue to meet requirements for license renewal.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.

While performing the duties of this job, the employee is regularly required to remain in a stationary position and have the ability to extensively move fingers, wrists and hands. The employee frequently is required to sit, stand, talk and hear.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

SELECTION GUIDELINES

Formal application, evaluation of education and experience; oral interview for selected candidates and reference check; job related tests may be required.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.