

NOTICE OF JOB VACANCY

DEPARTMENT: ENGINEERING, PUBLIC WORKS & FACILITIES MGT.

County Engineer

Definition:

Under the direction and supervision of the Director of the Department of Engineering, Public Works and Facilities Management, the Division of Engineering's functions and responsibilities shall include:

1. Providing engineering advice and assistance to the Board of County Commissioners, the County Manager and County Departments/Agencies; performing the engineering work and decisions involved with the design, maintenance and construction of roads, intersections, bridges, storm water facilities, buildings, parks, and other projects and reviewing review and approving plans and specifications, tabulating bids and recommending award of contracts; administering and inspecting for contract performance, certifying satisfactory contract performance for final payment and acceptance of work for County operational services projects.
2. Providing technical information on traffic and transportation matters and maintaining markings and signs on County Roads.
3. Performing its duties and responsibilities in conjunction and cooperation with the State Department of Transportation and Municipalities of Union County, as necessary.
4. Providing technical assistance to the Municipalities of Union County, as necessary.
5. Administering professional service contracts as necessary to implement and develop various County Public Works Projects.
6. The Division of Engineering shall be responsible for the administration, supervision and oversight of all capital projects within the County of Union.

B. Director of the Division of Engineering.

(1) Division head. The Director of the Division of Engineering shall be the head of the Division and shall be responsible to the Director of The Department of Engineering, Public Works and Facilities Management, for its operation. The Director of the Division of Engineering shall be a duly licensed professional engineer in the State of New Jersey. The Director of the Division of Engineering may be the County Engineer.

(2) The Director of the Division of Engineering will provide for the internal organization of the Division and assign and delegate work of the Division among its employees; install and maintain such administrative and financial controls and procedures as may be required for efficient management of the Division, including budget preparation activities, properties and equipment; prepare and submit such reports and recommendation with respect to the conduct, functioning and work of the Division as may be required.

C. Division organization.

- (1) Within the Division, there shall be the following Bureaus:
 - (a) Bureau of Engineering Services.
 - (b) Bureau of Geographic Information Systems (GIS)
 - (c) Bureau of Traffic Maintenance

(2) Bureau Chiefs. The Chief of each bureau shall be in charge of the bureau and shall be responsible to the Director of the Division of Engineering.

D. The Bureau of Engineering Services functions shall include:

- (1) Conducting investigations, studies, planning and surveys necessary for the preparation of preliminary designs, plans and specifications and making estimates of costs for road, intersection, bridge, culvert, storm drainage and flood control facilities construction, reconstruction, major repair, replacement and improvements.
- (2) Preparing final plans, specifications and proposals for advertising to receive bids upon approval of preliminary plans.
- (3) On receipt of bids, preparing reports and recommendations for contract awards or rejection of bids.
- (4) Providing project construction administration and inspection for contract compliance to said plans, specifications and contracts.
- (5) Complying with state and/or federal requirements and performing liaison work where state and/or federal funds are involved and obtaining state and/or federal approvals where required.
- (6) Providing and maintaining surveys, maps, plans, specifications, operating records and files pertaining to County roads, bridges, sewers and storm drainage facilities and coordinating with the Bureau of GIS.
- (7) Maintaining County rain charts, stream gage records and geodetic monument records.
- (8) Providing surveyors, developers, municipalities and consultants with records and data maintained concerning the County's infrastructure, including roadways, bridges, storm water management and flood control, etc.
- (9) Providing material testing procedures relating to construction of County infrastructure.
- (10) Preparing estimates for capital expenditure programs.
- (11) Cooperating with public and private utilities in developing and coordinating County projects.
- (12) Reviewing subdivision and development plans as to impacts on County roads, parks, bridges, storm water facilities and flood control requirements.
- (13) Maintaining records of the work of the Division of Engineering.
- (14) Soliciting federal and state funding.

E. The Bureau of Geographic Information Systems' functions shall include:

- (1) Preparing County maps, digitized photographs and creating specific information for County departments and municipalities to deal with issues of public safety, economic development, and transportation issues.

F. Bureau of Traffic Maintenance's functions shall include:

- (1) Providing traffic engineering services as required, including the gathering of operational traffic count data, performing studies to determine capacities and identifying and recommending corrections to traffic problems.
- (2) Reviewing applications for land development within the County to determine traffic impact on County roads.
- (3) Soliciting federal and state grants for traffic programs.
- (4) Rendering technical assistance and advice to municipal engineers, police departments and the public concerning traffic/transportation.
- (5) Supervising the maintenance of County roadway markings and signs.
- (6) Maintaining records related to County roadways, markings, signs and traffic Volume data.
- (7) Providing a liaison with federal and state agencies involved in traffic engineering.
- (8) Providing engineering advice and design services to implement and maintain an intelligent transportation System (ITS) capability in Union County.

Requirements:

EXPERIENCE/EDUCATION:

Bachelor's degree in Civil Engineering from an accredited four-year college or university. Five years of experience in engineering design or construction management; two years of experience in a supervisory position and possession of a Professional Engineer License.

Experience directly related to public works is preferred.

License: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

SALARY RANGE: \$96,169.00 - \$144,254.00

ISSUE DATE: Sept. 24, 2021

CLOSING DATE: Oct. 7, 2021

AUTHORIZED SIGNATURE:

PRINT NAME: Joseph A. Graziano, Sr.

TITLE: Director, Dept. of Eng., Public Works & Facilities Mgmt.

**INTERESTED APPLICANTS MAY CONTACT THE
DEPT. OF ENGIN., PUBLIC WORKS & FACILITIES MGMT.
908-789-3653**

**UNION COUNTY IS AN AFFIRMATIVE ACTION/
EQUAL OPPORTUNITY EMPLOYER**

UNION COUNTY RESIDENCY REQUIRED