

MIDDLESEX COUNTY UTILITIES AUTHORITY

JOB OPENING

JOB TITLE: Electrical Engineer

DEPARTMENT: WW Administration
LOCATION: Central Treatment Plant
SALARY LEVEL: E-8 (\$74,060.00-\$168,890.00)
REPORTS TO: Chief Engineer

DIVISION: Wastewater
EXEMPT: Yes
SHIFT: No
NEW: 5/3/2023

SUMMARY:

The Electrical Engineer will have overall responsibilities for the electrical design on a project. The position will collaborate and direct other electrical staff during the design and construction of all electrical system upgrades. The position will coordinate the electrical design with all other disciplines and stakeholders so that it is consistent with operational and project management requirements.

ESSENTIAL DUTIES & RESPONSIBILITIES: Include the following and others as assigned.

Supports the development of contract documents (plans and specifications), schedules, budgets required for public contract bidding for Authority construction projects.

Analyzes reports, maps, drawings, test, inspections and other relevant documents in support of planning and design of projects.

Assists in determining cost and assessing feasibility of projects based on analyses of collected data.

Assist project engineer and/or other staff in multiple concurrent design and construction projects. The work includes the design and development of electrical power systems for diverse projects for wastewater facilities.

Consults with Authority supervisors and managers on capital and operating initiatives.

Attends progress and coordination meetings and acts as the Authority's representative as needed.

Confers with consulting engineers and technical and management personnel to discuss alternative and to determine plan changes on basis of safety, efficiency, cost effectiveness, and operational requirements.

Develops progress reports and reviews and recommends payment to contractors based on work in place and terms and conditions of agreements and/or contracts.

Assists in the coordination of activities required to maintain compliance with operational permits.

Interfaces with State and Federal regulatory agencies with respect to compliance requirements as required.

Responsible for the on-time delivery of assigned projects, within approved scope and budget.

Participates in selection committees for the rendering of professional services.

Assists contractors and consultants with all necessary monitoring, recordkeeping and reporting requirements.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

SUPERVISORY RESPONSIBILITIES: Supervises employees as required, consultants, and contractors and is responsible for the overall direction, coordination, and evaluation of this unit. Carries out supervisory responsibilities in accordance with the Authority's policies and applicable laws. Responsibilities include support in interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

EDUCATION and/or EXPERIENCE: Bachelor of Science Degree (B.S.) with major coursework in Electrical Engineering or related engineering discipline; Proficient in electrical engineering and control design for water/wastewater facilities with 5+ years' experience.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as rate, ratio, proportions, percentages, area, circumference, weight, and volume. Ability to apply concepts of algebra, geometry, and trigonometry.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS AND ABILITIES: Knowledge of design, operation, and maintenance of electrical and mechanical equipment. Ability to prepare concise and accurate reports and recommendations. Ability to maintain a high level of safety and performance awareness. Ability to work harmoniously with associates and consulting personnel. Must be able and willing to utilize appropriate respiratory and other safety equipment in the performance of duties.

LICENSES: Must possess a valid state of residence Driver's License and meet Authority insurance requirements. Must possess a Professional Engineer (P.E.) License or obtain one within six (6) months from hiring.

PHYSICAL DEMANDS: While performing the duties of this job, the employee may be required to use hands to finger, handle, or feel objects, tools, or controls. The employee may also be required to stand; walk; sit; reach with hands and arms; climb or balance; stoop, kneel,

crouch, or crawl; talk or hear; and taste or smell. The employee may be required to lift and/or move 5 pounds, lift and/or move 10 pounds. Must be able and willing to utilize appropriate respiratory and other safety equipment/PPE required in the performance of duties.

WORK ENVIRONMENT: While performing the duties of this job, the employee may occasionally work near moving mechanical parts; in high, precarious places; in outside weather conditions; and is occasionally exposed to fumes or airborne particles. The noise level in the work environment is usually moderate.

INSTRUCTIONS TO APPLY FOR THIS POSITION:

Anyone interested in applying for this position should submit a current resume and a letter of interest explaining how the candidate meets the job requirements **to Human Resources Office, Central Administration Building, Room 124, Sayreville or to mwwiater@mcua.com.**

Employees who are newly hired or accept a new position within the Authority, those who are promoted to a new job classification or have been transferred to a new assignment, and former employees who have been rehired, are classified as Conditional Employees for a period of six (6) months beginning with the first day on the new job. Employees are eligible to apply for a different position within the Authority after they have completed the 6 month period as a Conditional Employee. Any current employee who accepts and begins working in this position may not be able to return to their old position, or to any other position within the Authority, because of withdrawal or removal from, or inability to perform in this position. Qualified employees are encouraged to apply for posted positions as they occur.

The MCUA is an Equal Opportunity Employer (EEO/AA).