

**MIDDLESEX COUNTY UTILITIES AUTHORITY  
JOB OPENING**

JOB TITLE: General Manager of Procurement

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

DIVISION: WW  
EXEMPT: Yes  
SHIFT: No  
NEW:1/1/21

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**SUMMARY:** Directs and manages the Contracts Administration Unit of the Wastewater Division, including contract development, negotiation, monitoring and payment; primarily responsible for coordinating the procurement, public bidding process, and award of construction contracts, technical, advisory, professional, and other service agreements, as well as purchases of other goods and services for the Wastewater Division.

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

Coordinates the administrative tasks necessary to meet Wastewater Division and Authority contracting objectives, including monitoring, and ensuring compliance with New Jersey statutes such as the New Jersey Local Public Contracts Law, and the New Jersey Environmental Infrastructure Trust law.

In consultation with MCUA staff, consultants and outside counsel, develop general terms and conditions including technical specifications for consultant agreements, construction contracts, and RFQ/RFB documents.

Prepares and coordinates for the Chief Engineer's approval, the drafting of resolutions, contract templates, professional service agreements, extraordinary and unspecifiable services agreements, emergency contracts, bid specifications, bid specifications addenda, contract amendments, change orders, and purchase orders for capital and operating projects, large scale service, repair contracts, and the procurement of equipment, materials, and supplies.

Prepares RFQ/RFB and RFQ/RFP documents and ensures all Federal, State and/or MCUA requirements are satisfied, inclusive of addenda as necessary in order to ensure on-time publication of public notices and submittals.

Manages the bid opening process and ensures that all required documentation is in place, in accordance with contract requirements. Recommends rejection or disqualification of non-responsive bidders.

As required, participates in the RFQ/RFP selection process.

Assist in the implementation of administrative improvements including work systems, organizational changes, and program procedures.

Responsible for the dispositions of contractual compliance matters relative to procurement contracts in consultation with outside counsel.

Becomes familiar with Federal, State and Local statutes, pending legislations, regulations, court/legal precedents, and contracts to assess industry trends and potential impacts on Authority's core mission.

Responsible for the coordination and implementation of all document management and control functions relative to Board Resolutions, and other records required by law or Authority directive.

As required, assist in compliance with Federal, State, and Local statutes, and coordination with applications for permits, approvals, and funding.

Complies with applicable safety and health policies and procedures and performs other duties as assigned.

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

**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.

**EDUCATION AND/OR EXPERIENCE:** Bachelor of Arts or Science Degree (B.A./B.S.) with major coursework in Economics, Public, or Business Administration, Engineering, Political Sciences, Finance, Planning, or a related field of study; ten (10) years related experience, of which five (5) years must be in an administrative, management or executive capacity in public sector, construction management, procurement, administration, or finance; or equivalent combination of education and experience. A Master's Degree may be substituted for one (1) year of non-supervisory experience.

**LANGUAGE SKILLS:** Ability to read, analyze, and interpret general business periodicals, professional journals, technical drawings and related maps and procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from management, contractors, government/regulatory officials, and the general public.

**MATHEMATICAL SKILLS:** Ability to calculate figures and amounts such as ratios, proportions, percentages, area, circumference, and volume.

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

**OTHER SKILLS AND ABILITIES:** Knowledge of Federal, State, and local laws, regulations, rules, ordinances, policies, standards, and procedures as they apply to public sector contracting. Considerable knowledge of administrative, organizational, and communication practices. Considerable knowledge of the principles, methods and procedures of public administration, public contract law, and public finance. Working knowledge of available technologies, services, vendors, and agencies related to public facilities. Ability to work harmoniously with associates, regulatory agencies, government officials and the general public. Ability to collect, investigate, edit, analyze and interpret significant information and data and to prepare and supervise the preparation of concise, accurate reports and recommendations. Ability to assist in planning and coordinating division-level activities and administering and enforcing organizational policies and practices. Ability to effectively coordinate efforts of professional, technical, and clerical staff and consulting personnel to achieve the Authority's goals and objectives. Ability to coordinate records retention and library information management system.

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand, walk, and use hands to finger, handle or feel objects or controls. Specific vision abilities required by the job include close vision and ability to adjust focus.

**WORK ENVIRONMENT:** While performing the duties of this job, the employee occasionally works near moving mechanical parts and is occasionally exposed to fumes, noxious odors or airborne particles and toxic or caustic chemicals. The noise level in the work environment is generally low.

#### **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](mailto: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).