

**MIDDLESEX COUNTY UTILITIES AUTHORITY
JOB OPENING**

JOB TITLE: Project Manager

DEPARTMENT: Central Administration
LOCATION: Central Treatment Plant/ as assigned
SALARY LEVEL: E-6 (\$63,110.00-\$154,300.00)
REPORTS TO: Senior Program Manager

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

SUMMARY: Supports all Senior Program Manager functions with focus on financial performance, schedule compliance, and scope adherence of assigned projects.

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

Responsible for the on-time performance, scope adherence, and budget of assigned projects.

Support the Capital Project development and authorization process.

Assist in providing monthly updates to executive staff on project performance.

Develops, makes recommendations, prepares scope and project justifications, obtains related approvals, and implements special projects or assignments in consultation with supervisor.

Assists in the scope development and implementation of projects and strategies designed to optimize performance and efficiencies of Plant and Landfill operations, as well as compliance with regulatory agency requirements.

Supports the coordination of contractors' work, consultants, vendors and/or organizational units assigned to the project.

Assist in the review, approval and oversight of design and construction contracts for compliance with operational, technical requirements, and contract specifications.

Assist in the evaluation of mission-critical equipment and determines conformance with best industry practices for Plant and Landfill projects.

Supports the Board process relative to required documentation.

Reviews contractor payment requisitions and consultant invoices to ensure expenditures are reasonable, in accordance with the agreement, terms and conditions.

Evaluates design changes, specifications, change orders and drawing releases and recommends approval/processing to Senior Program Manager.

Develops project reports, inclusive of variances and cost performance metrics as required.

When necessary, interface with consultants, contractors, vendors, and other stakeholders impacting assigned projects.

In conjunction with other MCUA staff, assists or participates in supporting activities required to maintain compliance with Authority wide operational requirements including gathering data or other information, reviewing, or completing forms or applications, obtaining necessary signatures or approvals, and arranging for secure delivery to regulatory authorities.

When necessary, directly interfaces and engages with State and Federal regulatory agencies with respect to compliance and/or other requirements.

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

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 Science Degree (B.S.) with major coursework in Civil, Chemical, Construction, Electrical, Environmental, Mechanical Engineering or related engineering discipline; one (1) year of experience and/or training. A Master's Degree may be substituted for one year of non-supervisory experience.

LANGUAGE SKILLS: Ability to read, analyze, and interpret scientific and technical journals, legal documents, and governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from management, government/regulatory officials, and the general public.

MATHEMATICAL SKILLS: Ability to calculate and apply figures and amounts such as rate, ratio, proportions, percentages, area, circumference, weight, and volume to practical situations. Ability to apply concepts from statistics, algebra, and calculus.

OTHER SKILLS AND ABILITIES: Basic knowledge of administrative, organizational, and communications practices. Ability to handle multiple and simultaneous projects with variable complexities under constrained schedules and assist in the management and prioritization, multi-discipline assignments. Basic solving, negotiation, and conflict resolution skills. Working knowledge of materials handling and control systems and applications. Knowledge of available technologies, services, vendors, and agencies to ensure technical support for wastewater and solid waste performances. Ability to assist in the development, management, and delivery of multiple projects and programs in a timely manner. Ability to work harmoniously with associates and other stakeholders. Ability to work harmoniously in a multi-task, multi-agency environment.

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 walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must 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: While performing the duties of this job, the employee occasionally works near moving mechanical parts; in high, precarious places; in outside weather conditions; and is occasionally exposed to wet and/or humid conditions, loud noises, fumes, noxious odors, dust or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually quiet.

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).