



# Township of Bernards

1 Collyer Lane, Basking Ridge, NJ 07920

908-766-2510 • www.bernards.org

## JOB POSTING

POSTING DATE: 04/21/2022

APPLICATION DEADLINE: 05/21/2022 or until position is filled

<b>POSITION:</b> Civil Engineering Technician		<b>DATE POSITION WILL BECOME AVAILABLE:</b> Immediately	
<b>DEPARTMENT:</b> Engineering		<b>REPORTS TO:</b> Assistant Township Engineer	
<b>POSITION TYPE:</b> Regular/Full-Time	<b>OVERTIME STATUS:</b> Non-Exempt (Eligible for OT)	<b>HOURS/WEEK:</b> 40	
<b>SALARY:</b> \$26-\$28/hr. DOQ	<b>SCHEDULE:</b> Monday-Friday	<b>UNION REPRESENTATION:</b> NA	

**PRIMARY DUTIES:** Performs daily inspections, processes permit applications and Soil Conservation records, Assist in the performance of civil engineering work in design of a variety of public improvement projects. Prepare documents in AutoCad and GIS.

### **JOB REQUIREMENTS:**

- Performs daily construction inspections
- Processes Engineering permits for work within the public right-of-way, utility work, sidewalks, etc.
- Reviews construction applications for Soil Conservation compliance and processes records
- Processes tree removal permit applications
- Responds to resident complaints and sends out violation letters as needed.
- Prepares cost estimates for public improvements and capital projects.
- Assists in the preparation of plans for in-house public improvement projects.
- Prepares maps in AutoCad or GIS as needed including for other departments
- Works with GIS datasets of Township assets, and other databases including MOD IV Tax Assessor data, such as sidewalks, roads, inlets, sewers, and striping.
- Inspects Township roads and applies pavement management software for road program.
- Checks deeds for tax map revisions and makes the revisions in AutoCad and GIS.
- Performs duties of a survey crew member including use of GPS Unit. Downloads GPS data and converts to GIS points or imports into AutoCad
- Working knowledge of computers and knowledge of Adobe Acrobat, Microsoft Office, GeoClient
- Ability to prepare reports.
- Ability to regularly work in outside weather conditions which may include exposure to heat, cold, wet, or humid conditions.

### **EDUCATION & EXPERIENCE:**

**Education:** Any combination of education and experience equivalent to graduation from an accredited college or university with an Associate's Degree in Engineering Science or Engineering Technology, Construction Engineering Technology, and related work in civil engineering.

**Experience:** Requires a minimum of 1-3 years of experience in civil engineering work.

**Special Requirements:** Valid driver's license.

**CONTACT:** Send **resume and cover** to [employment@bernards.org](mailto:employment@bernards.org). All resumes will be reviewed and only those applicants chosen to move forward in the hiring process will be contacted.

### **BERNARDS TOWNSHIP IS AN EQUAL OPPORTUNITY EMPLOYER**

Effective 9/1/11, all employees of State and local government must reside in the State of NJ, unless exempted under law. If you already work for State or local government as of 9/1/11, and you do not live in NJ, you are not required to move to NJ if there is no more than a seven-day break in employment. However, if you begin your office, position or employment on 9/1/11 or later, you must reside in NJ. If you do not reside in NJ, you have one year after the date you take your office, position or employment to relocate your residence to NJ. If you do not do so, you are subject to removal from your office, position or employment.