



# Township of Bernards

1 Collyer Lane, Basking Ridge, NJ 07920

908-766-2510 • [www.bernards.org](http://www.bernards.org)

## JOB POSTING

**POSTING DATE:** 05/02/2024

**APPLICATION DEADLINE:** Until position is filled

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|---|--|---|--|
| <b>POSITION:</b> Senior Staff Engineer                  |  | <b>DATE POSITION WILL BECOME AVAILABLE:</b> Immediately |  |
| <b>POSITION TYPE:</b> Regular / Full-Time               |  | <b>DEPARTMENT:</b> Engineering                          |  |
| <b>POSITION REPORTS TO:</b> Assistant Township Engineer |  | <b>OVERTIME STATUS:</b> Non-Exempt (Eligible for OT)    |  |
| <b>HOURS PER WEEK:</b> 40                               |  | <b>SCHEDULE:</b> Monday-Friday                          |  |

### PRINCIPAL DUTIES:

Performs complex technical civil engineering work involved in design of a variety of public improvement projects and facilities; does related work as required. Work is performed under regular supervision.

### JOB REQUIREMENTS:

- Prepares Civil 3D designs and hydraulic analysis and writes specifications for in-house public improvement projects including sewer, road and recreation design.
- Prepares conceptual plans for project feasibility determination by a superior.
- Reviews problems in the field and advises on appropriate corrective measures.
- Reviews consultant plans for conformance to policies and regulations.
- Provides contractors and general public with technical information relating to engineering projects.
- Prepares detailed cost estimates for public improvement and public works capital improvements.
- Prepares designs and specifications setting forth required capacity size, location, materials, and methods to be used in building municipal capital construction projects including roads, sport fields and courts, storm and sanitary projects, etc.
- Visits construction sites and advises personnel on compliance to plans and specifications.
- Inspects township roadways and uses pavement management software to prioritize 20-year paving schedule.
- Inspects Township assets such as catch basins, drainage piping and sidewalks to determine cost and repair schedule.
- Prepares reports and memoranda as needed on a variety of topics.
- Meets with residents concerning site related problems and offers recommendations.
- Provides technical advice to other departments as needed.
- Attends pre-bid and pre-construction meetings.
- Participates in establishing division objectives and long-term planning for the division.
- Reviews construction permit applications for compliance with Township ordinances and NJDEP regulations.
- Thorough knowledge of Civil 3D techniques and practices.
- Thorough knowledge of modern methods and techniques of the construction and maintenance of public improvement projects.
- Performs other duties as assigned by management.

### EDUCATION & EXPERIENCE:

**Education:** Bachelor's degree in Civil Engineering from an accredited college or university with work in civil engineering and some experience in professional engineering work. **Licensing &/or Certifications:** Engineer in Training Certificate preferred. **Experience:** Requires a minimum of 3 years of experience in civil engineering work. Experience with GIS preferred or the ability to learn the system with on-the-job training. **Special Requirements:** Valid driver's license.

**CONTACT:** Send resume and cover letter 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.