

**MIDDLESEX COUNTY UTILITIES AUTHORITY
JOB OPENING**

JOB TITLE: Assistant Landfill Engineer

DEPARTMENT: SW Administration
LOCATION: Landfill
SALARY LEVEL: E-5(\$55,610-\$126,850)
REPORTS TO: Landfill Engineer or as assigned.

DIVISION: SW
EXEMPT: Yes
SHIFT: No
NEW: 12/2/21

SUMMARY: Assists the Landfill Engineer in coordinating activities related to consulting engineers assigned to the Solid Waste Division, including developing plans and designs, conducting observations of construction projects, and coordinating activities required to maintain compliance with Solid Waste Operational permits by performing the following duties.

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

Assists in the preparation of project justifications to be approved by the Board, including the development of contract drawings and specifications required for public contract bidding, for Authority construction, repair, and rehabilitation projects, and calculates costs to determine feasibility of projects based on analyses of collected data.

Prepares or assists in the preparation and modification of reports, specifications, plans, construction schedules, and designs for projects; consults with Authority supervisors, managers, engineers, and others on same.

Analyzes reports, maps, drawings, blueprints, tests, and aerial photographs on soil composition, terrain, hydrological characteristics, and other topographical and geologic data to assist in planning and design of projects.

Observes contractors and consultants and inspects construction site during construction phase of projects to monitor progress and ensure conformance to engineering plans, contract specifications, and construction and safety standards.

Assists the Landfill Engineer to provide control throughout the construction duration to ensure engagement and coordination of the integrated project team, confirming that information needs are met in a timely manner, and full participation of the entire team, including consultants.

Attends initial planning and periodic progress meetings to coordinate construction activities with Authority activities.

Assist the Landfill Engineer to negotiate, mediate, and resolve conflicts.

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

Assists the Landfill Engineer in coordinating activities related to maintain compliance with operational permits. Interfaces with State and Federal regulatory agencies with respect to compliance requirements

Assists the Landfill Engineer in managing professional services performed by Authority's engineering consultants. Prepares variance reports for budgets, schedules, and scope.

Monitors status and ensures adherence to scope, schedule, budget, and concurrence by stakeholders with design documents and takes corrective action in a timely manner, notifying appropriate management, staff and consultants of issues requiring attention.

Provides for interactions with stakeholders in accordance with agreed upon project plan to provide timely, accurate information and advance projects through established milestones, developing and implementing recovery plans for unanticipated delays.

Prepares authorization documents, support materials, and presentations as necessary.

Conducts frequent face to face and on-site meetings with many different stakeholders to include management, consultants, vendors, and contractors, etc.

Assist Landfill Engineer, General Superintendent, and Operations Superintendent in preparing and implementing waste filling sequence plans.

Coordinate with the Authority's Landfill Gas Collection System operator to ensure that expansions and necessary repairs to the system are made with little impact to the daily waste filling operation. Communicate as needed with operator to address any odors onsite related to the Landfill Gas Collection System.

Assist Landfill Engineer and Authority's consultants with routine maintenance of odor control system.

Organize and maintain database for Odor Control System on a periodic basis.

Prepare Monthly Cover Inspection reports and review with Operations Superintendent

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

SUPERVISORY RESPONSIBILITIES: When assigned, supervises employees and is responsible for the overall direction, coordination, and evaluation of assigned projects. Carries out supervisory responsibilities in accordance with Authority policies and applicable Laws. Responsibilities may include interviewing, hiring 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 Science Degree (B.S.) with major coursework in Civil, Chemical, Construction, Electrical, Environmental, Hydrological or Mechanical Engineering or related engineering discipline; five (5) years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS: Ability to read, analyze, and interpret scientific and technical journals, legal documents and government regulations. Ability to respond to inquiries or concerns from managers, consultants, regulatory agencies, or members of the community. Ability to write reports, business correspondence, and procedure manuals, and draft sketches or drawings. Ability to effectively present information.

MATHEMATICAL SKILLS: Ability to work with mathematical concepts such as probability and statistics, and fundamentals of plane and solid geometry and trigonometry. Ability to calculate figures and amounts such as ratio, proportions, percentages, area, circumference, weight and volume. Ability to apply concepts from algebra and calculus.

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: Demonstrates strong planning, clarity of logic imposed and keeps cost and schedule variances within control. Ability to handle multiple and simultaneous projects with variable complexities under constrained schedules and to lead, manage, prioritize, multi-discipline assignments. Considerable experience with problem-solving, negotiation and conflict resolution skills. Capability to problem-solve and handle complex and challenging issues with sound judgment and personal accountability. Knowledge of processes and equipment involved in wastewater treatment and/or solid waste disposal including chemical, physical, and biological processes. Knowledge of applicable federal, state and local regulatory requirements. Considerable knowledge of federal and State pollution control laws and appropriate subchapters of the New Jersey Administrative Code (e.g., N.J.A.C. Title 7) pertaining to the regulation of environmental facilities and/or pollution control in assigned area. Knowledge of administrative, financial, and safety practices and procedures involved in successful plant and/or landfill operations. Considerable knowledge of industrial wastes and their effects on treatment processes and/or Landfill disposal and related equipment. Knowledge of appropriate computer hardware, software, and peripherals to perform required duties. Ability to work harmoniously with colleagues, government officials, consulting or contracting personnel and the general public. Ability to collect, investigate, analyze and interpret significant information and data and to prepare concise, accurate reports and recommendations.

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 designation as an Engineer-in-training (E.I.T.).

PREFERRED CREDENTIALS: For employees assigned the Solid Waste Division, a certification issued by the Solid Waste Association of North America (SWANA).

PHYSICAL DEMANDS: While performing the duties of this job, the employee is frequently required to use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally 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 must regularly lift and/or move 10 pounds, frequently lift and/or move 25 pounds, and occasionally lift and/or move up to 50 or more pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. 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 occasionally works near moving mechanical parts; in high, precarious places; in outside weather conditions; and with explosives and is occasionally exposed to wet and/or humid conditions, 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 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. 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)

