

**MIDDLESEX COUNTY UTILITIES AUTHORITY
JOB OPENING**

JOB TITLE: Senior Program Manager

DEPARTMENT: Central Administration
LOCATION: Central Treatment Plant/ as assigned
SALARY LEVEL: E-8 (\$72,430-\$165,170)
REPORTS TO: Director of Special Projects

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

SUMMARY: Plans, organizes, directs, and controls key MCUA capital initiatives associated with renewable energy alternatives. Responsible for the overall financial performance of the program(s), consultant expenditures and adherence to scope and schedule.

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

Responsible for the planning and implementations of assigned renewable energy initiatives, aimed at reducing dependency on public utilities.

Responsible for the management, coordination and delivery of programs that may include Public-Private-Partnerships (P3), Design-Build-Operate and Maintain (DBOM) conventional as well as other project delivery alternatives, as necessary.

Manages consultants(s) and provides guidelines on scope development, and budgets for professional services. Provides recommendations, prepares program justification, obtains related approvals, and develop projects and/or initiatives that could lead to capital programs. Coordinates with department heads, division managers, consultants, and contractors of assigned projects under design and/or construction stages, as required.

Assists in the development and implementation of programs and strategies designed to optimize performance, efficiencies and cost reductions of Plant and Landfill operations.

Provides accountability for the work of the personnel, contractors, vendors, and/or consultants, assigned to the program(s).

Reviews, evaluates, and preliminarily approves design changes, change orders, payment requisitions and drawing releases, subject to final review by the Director of Special Projects and/or Chief Engineer.

Reports on program performance related to capital budget, schedule, and scope, as required.

Reviews, coordinates, and oversees program performance from conceptual design development, to final construction, as assigned. Provides oversight on contracts for materials and equipment, for compliance with technical requirements, schedules, and budgets.

Ensures that project documentation requiring Board approval is complete and accurate.

Manages professional services agreements and construction contract payment requisitions, to ensure reasonableness, compliance with work in-place, terms and conditions and adherence to budget and schedule.

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

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. Carries out supervisory responsibilities in accordance with Authority policies and applicable Laws. Responsibilities may include guiding 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's Degree (B.S.) in either Civil, Electrical, Environmental, Mechanical Engineering or related engineering discipline; ten (10) years related experience and/or training of which five (5) must be in Senior Program Management capacity; or equivalent combination of education and experience. 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: Knowledge of managerial, administrative, organizational, communications, and employee relations practices. Demonstrated ability to plan and direct multi-discipline and multi-million-dollar projects and to administer and enforce organizational policies and practices. Ability to handle multiple and simultaneous projects with variable complexities under constrained schedules and to lead, manage, prioritize assignments. Considerable experience with problem-solving, negotiation and conflict resolution skills. Thorough knowledge of project management, design, constructions, and maintenance of mechanical structural and electrical components. Considerable knowledge of available technologies, services, and vendors to ensure maximum technical and operational support for public facilities. Considerable knowledge of, and familiarity with, Federal, State, and local laws, regulations, rules, ordinances, policies, standards, and procedures as they apply to public sector organizations. Ability to develop, manage and deliver multiple projects and programs on a timely basis. Ability to work harmoniously with associates, and program stakeholders, in a multi-task, multi-agency environment. Ability to collect, investigate, edit, analyze, and interpret information and data and to prepare and supervise the preparation of concise, accurate reports and recommendations.

LICENSES: Preferred to be a Licensed Professional Engineer (P.E.) registered in the State of New Jersey. Must possess a valid state of residence Driver's License and meet MUA insurance requirements.

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 may be occasionally required to work near moving mechanical parts; in high, precarious places; in outside weather conditions; and 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. Noise level, in the work environment are typically 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. 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)

