

ASSISTANT TO ENGINEER- ASSISTANT PUBLIC WORKS DIRECTOR - SOMERVILLE BOROUGH is seeking a Full-Time Assistant to the Engineer/Assistant Public Works Director. This unique position will perform administrative work, that includes oversight of buildings and grounds functions, management of contracts, budgeting, capital planning, purchasing and project management. Familiarity with Edmunds, Primepoint and SDL a plus. Full job description can be found at www.somervillenj.org For consideration, submit resume with salary requirements to: Kevin Sluka, Administrator, 25 West End Avenue, Somerville, New Jersey 08876 or ksluka@somervillenj.org

TITLE: ASSISTANT ENGINEER – ASSISTANT PUBLIC WORKS DIRECTOR

JOB SPECIFICATION Last update August 1, 2022

HOURS: 40 HOURS

UNION: OPIEU

Candidates with mental or physical disabilities are eligible to apply as long as they can perform the essential functions of the position after reasonable accommodation is made for their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persona may not be eligible. The Borough of Somerville is an equal opportunity employer.

Education: College Level coursework in engineering and management. Bachelor’s degree from accredited university preferred. CPWM Certification or willingness to obtain.

Note: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all the duties listed in this specification. Conversely, all duties performed on the job may not be listed.

Examples of Work:

Job Title: Assistant to the Engineer – Assistant Superintendent of Public Works

List of duties:

BUILDING AND GROUNDS

- 1.) Supervise and administer the Custodial contract for all Borough buildings
- 2.) Order Janitorial supplies, abate building maintenance issues.
- 3.) Keep files on all public property.
- 4.) Contract with various trades to make repairs to all buildings and make inspections.
- 5.) Plan, budget and coordinate large scale building improvement projects with Architects and consulting engineers.
- 6.) Prepare and administer the B&G operating and capital yearly budget

- 7.) Enter building energy data into EnergyStar Portfolio.
- 8.) Administer and pay public property utility billing and payments.
- 9.) Work with Council liaisons to formulate long term public property goals.
- 10.) Manage fire alarm and panic button contract and repairs
- 11.) Maintain records of products and submit Right to Know information to the NJ state website.
- 12.) Warren St parking deck send elevator inspection bills and DCA notifications.
- 13.) Manage grants obtained and coordinate activities with architects for Borough Historic buildings.
- 14.)

ACCOUNTING

- 1.) Daily use of Edmunds accounting software to enter purchase requisitions for both the B&G and DPW departments operating and capital budgets. Send purchase orders to vendors and submit to AR for payment.

MISCELLANEOUS

- 1.) Assist the DPW director with daily purchases, contracts and public improvement projects.

ENGINEERING

- 1.) Receive inquires and respond to residents on drainage issues, make field inspections with Somerset County Engineering for applicable issues. Use various surveying instruments and create mapping to resolve issues.
- 2.) Prepare RFP's for engineering consulting firms for various projects: Road construction, Park improvements, Building improvements. Retain bid documents. Work closely with consulting engineers and architects through the various phases of each project.
- 3.) Obtain deeds of property transfer and subdivisions. Revise the Borough Tax Maps yearly.
- 4.) Keep records for all Borough Mapping and capital improvement projects.
- 5.) Manage the Volunteer Sidewalk Improvement Program

RECYCLING

- 1.) Acquire and retain records for all tonnage submitted by vendors and prepare the yearly tonnage grant for NJDEP.