



State of New Jersey

Highlands Water Protection and Planning Council
100 North Road (Route 513)
Chester, New Jersey 07930-2322
(908) 879-6737
(908) 879-4205 (fax)
www.nj.gov/highlands



CHRIS CHRISTIE
Governor

KIM GUADAGNO
Lt. Governor

JIM RILEE
Chairman

MARGARET NORDSTROM
Executive Director

Location: Chester, NJ

Department: Planning and Science

Job Title: Water Resources Management Specialist

Reports to: Director of Planning & Science

Type: Full Time Exempt

Position: 35 Hours Weekly

Job Description:

This position is responsible for the research, planning, development, implementation, and review of water resource management activities for the Highlands Region. Significant technical expertise and project management is required to ensure Regional Master Plan goals and policies are achieved.

Duties:

- Manage permit coordination with associated state agencies, particularly for water allocation permits and water quality management plans.
- Serve as team member on project and permit reviews, including stormwater management, wastewater management plans, water allocation permits and site plan review.
- Assist planning and science staff with complex technical water resource management issues.
- Develop scopes of work, issue RFQs, evaluate bid packages, and select qualified consultants for outside expertise in furtherance of the agency's science and research agenda.
- Serve as contract manager for existing and future consulting contracts involving water resource and utility development. Duties include handling communications with consultant, project scheduling, review of deliverables, and invoice reviews.
- Provide input and guidance to executive staff regarding draft rule proposals and amendments to relevant state regulations.
- Assist with the development of water resource related model ordinances and educational information.

Position Requirements:

Education: Graduation from an accredited college or university with a bachelor's degree in environmental science, hydrogeology, geology, engineering or related field.

Experience: 3+ years of professional experience in water resource management or related field. Experience interpreting and applying environmental and land use regulations. GIS experience is a plus and must possess excellent organizational and communication skills. A master's degree in a related field may be substituted for 2 years experience.

Residency Requirement: New Jersey Residence Required in accordance with Public Law, N.J. S. A. 52-14.7(1.2011, Chapter 70) effective September 1, 2011. If you do not reside in New Jersey, you have one year after the date you begin employment to relocate your residence to New Jersey.

Equivalent Civil Service Title: Environmental Scientist 1 - Water Resources

To be considered, please e-mail, fax or mail the following to the address below no later than June 9, 2017.

- 1) Cover letter indicating your interest and experience
- 2) Resume
- 3) Salary history
- 4) Example of professional work products (planning work products, writing samples, etc.)
- 5) Names and phone numbers of at least three references.

Ranji Persaud, Human Resources Manager
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