



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

JIM RILEE
Chairman

KIM GUADAGNO
Lt. Governor

MARGARET NORDSTROM
Executive Director

Location: Chester, NJ

Department: Planning and Science

Job Title: Civil/Environmental Engineer

Reports to: Director of Planning & Science

Type of 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 technical lead on engineering reviews, including stormwater management and site plan review.
- Assist planning and science staff with complex technical and engineering 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.
- Serve as municipal liaison on behalf of the agency to municipalities conforming to the Regional Master Plan. Duties include providing guidance to municipal officials and professionals regarding Plan Conformance documents and grant tasks.

Position Requirements:

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

Experience: 3+ years of professional experience in civil or environmental engineering, water resource management, with relevant experience in hydrology and hydrogeology is preferred. Experience with NJ Municipal Land Use Law and local planning is a plus. Experience interpreting and applying environmental and land use regulations. GIS experience is a plus and must possess excellent organizational and communication skills.

Other Requirements: A New Jersey licensed Profession Engineer, or the ability to obtain a license within two years is preferred.

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.

To be considered, please mail, fax or e-mail the following to the address below no later than October 21, 2016.

- 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.

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