



Borough of North Caldwell

Position Title: Borough Engineer/Public Works Director	Department: Public Works
Reports To: Borough Administrator	Status: Full-time, Year-round

General Summary:

The Borough Engineer/Public Works Director manages department staff, interprets and applies the policies and directives of the Federal Government, the State of New Jersey, the Governing Body and Borough Administrator and coordinates the efficient operations of each department. Under the direction of the Borough Administrator, the Engineer/Public Works Director oversees the construction, reconstruction, installation, maintenance and repair of the Borough's property and infrastructure. This position is exempt from any Collective Bargaining agreements and serves at the pleasure of the governing body with a direct report to the Borough Administrator.

Qualifications:

- Professional Engineer (PE) license required.
- Minimum three years of supervisory experience in Public Works and/or Construction.
- Minimum three years as a municipal engineer or similar experience.
- Proficiency in Microsoft Office Suite, Google Suite, and applicable engineering software.

Essential Job Functions:

- Direct responsibility and oversight for all Engineering, Construction and Public Works operations and activities.
- Plan, direct, coordinate, supervise and evaluate all workforce activities to provide for the most efficient utilization of personnel in accordance with Borough policies, budget allocations and overtime.
- Oversee and ensure compliance regarding stormwater, grading, drainage and erosion control infrastructure.
- Coordinate and schedule routine and emergency maintenance, reconstruction, resurfacing, cleaning and repairs of sewer system and stormwater drainage system.
- Supervise snow removal including plowing, salting and sanding.
- Oversight of all property, equipment and resources of the Public Works Department.
- Oversee maintenance of roads, buildings and grounds and recreational facilities.
- Oversee water and Waste Water Operator and Animal Control.
- Serve as the Municipal Stormwater Coordinator.
- Serve as the Recycling Coordinator to include leaf, brush and metal collection.
- Maintain all maps and records of infrastructure owned or operated by the Borough.
- Project and Contract Management.
- Oversee site development plans for conformity with the municipal ordinances and land use requirements; provide site inspection when needed.
- Coordinate emergency response as needed with the Office of Emergency Management.

- Meet with the Borough Administrator and Governing Body to discuss long-term planning for capital projects that are necessary for the future operational and fiscal viability of the Borough's operation.
- Prepare an annual budget request for each department and efficiently administer the approved budget, following adopted fiscal procedures of the Borough.
- Attendance at Mayor and Council meetings as deemed necessary.

Skills and Abilities:

- Excellent interpersonal skills for establishing and maintaining positive working relationships with staff, other departments, elected officials and the public.
- Effective leadership, decision-making, and negotiation skills.
- Strong project management and organizational skills.
- Ability to communicate effectively, both verbally and in writing.

Working Conditions:

- Periods of outdoor work, subject to all weather conditions.
- Periodic night and weekends required, as needed.

Compensation:

Salary is commensurate with experience and qualifications. This is a full time, year-round position that includes the Borough of North Caldwell benefit package. To apply, please email cover letter, resume and 3 references to Glenn Domenick, Borough Administrator at gdomenick@northcaldwell.org. The Borough of North Caldwell is an Equal Opportunity Employer.