

Mechanical Engineer/Project Manager

The NJDWSC is inviting one motivated mechanical engineer to join the camaraderie of our small team of engineers where you will collaborate daily on challenging projects, while gaining knowledge of water treatment operations.

As a member of the Engineering Department, you will typically manage your projects (either in-house or overseeing a consulting engineer) from conceptual scope, through technical document creation, to construction and operation. Being involved from the beginning allows for an engaging combination of office work coupled with frequent site visits. By putting your 7+ years of experience with mechanical systems to good use in your role with the NJDWSC through the implementation of a wide range of projects, you will realize the satisfaction of contributing to the continued reliable delivery of the highest-quality potable water to over 3.5 million residents in Northern New Jersey.

The selected candidate will demonstrate strong project management skills, technical excellence and quality, a commitment to lifelong learning and growth with an innate curiosity, and the desire to build a long and fulfilling career with the NJDWSC.

Position Responsibilities:

- Managing multiple projects of varied disciplines, in addition to performing daily tasks, often involving coordination between departments within the Commission
- Overseeing consulting engineers in design, construction, and remediation projects; the preparation of technical work plans and feasibility studies
- Writing technical memoranda and correspondence
- Procuring contracts and purchase orders, writing technical specifications and preparing RFPs; establishing Scopes of Work
- Developing and managing project schedules and budgets
- Promoting an environment supporting the Commission's commitment to safety protocol
- Performing construction phase activities, including bid evaluations, shop drawing review, and construction administration
- Understanding pertinent permit regulations and conditions

Required Skills and Qualifications:

- Bachelor's degree in Mechanical Engineering, or similar, with 7+ years of experience
- Strong project management skills to concurrently manage multiple projects
- Experience with solids handling, pumping systems, conveyance systems, is a plus
- A committed sense of urgency to complete duties in a timely manner, with exceptional proactive and follow-up skills
- Positive professional attitude and respect for the importance and magnitude of the work
- Keen writing and proofreading skills to produce quality documents
- Strong verbal communication skills
- Proven interpersonal skills to work effectively in a team environment, cooperating with multiple layers of management as well as outside consultants
- Flexibility to work on projects and tasks of varied disciplines, and other assigned duties
- Experience with permit agencies including, NJDEP, DCA, Highlands Council, NJDEP EIT (NJ Infrastructure Bank), is a plus
- Working knowledge of MS Office including GIS, Word, Excel, PowerPoint and Project