

RESOLUTION 2025-57

RESOLUTION OF THE TOWNSHIP OF BARNEGAT, COUNTY OF OCEAN, STATE OF NEW JERSEY UPDATING JOB DESCRIPTION FOR TOWNSHIP ENGINEER

BE IT RESOLVED by the Township Committee of the Township of Barnegat, County of Ocean, State of New Jersey that the attached job description for Township Engineer is hereby adopted and made part of the existing Barnegat Township Job Descriptions

CERTIFICATION

I, Donna M. Manno, Municipal Clerk, of the Township of Barnegat, County of Ocean, State of New Jersey, do hereby certify that the foregoing resolution was duly adopted by the Township Committee at their Reorganization meeting held in the Municipal Complex, 900 West Bay Avenue, Barnegat, NJ on the 1st day of January, 2025

Donna M. Manno, RMC
Municipal Clerk

JOB DESCRIPTION

TITLE: Municipal Engineer

DEPARTMENT: Engineering

CLASSIFICATION: Nonexempt

STATUS: Full Time (X) Part Time ()

DATE: March 1, 2022
Updated January 1, 2025

DESCRIPTION OF DUTIES:

The Engineering Department provides professional assistance to the various Township departments, the Planning Board and Zoning Board of Adjustment as well as technical support for Township homeowners and developers. Areas of responsibility include:

RESPONSIBILITIES:

- Coordinate the construction of approved site plans and subdivision applications for the Planning Board and Zoning Board of Adjustment.
- Provide construction and Site inspections (excluding buildings, which are inspected by the Construction Department) for all new development sites in the Township.
- Review and approve excavation within the right of way.
- Review lot grading plans (drainage) for new pools, and New Single Family Dwellings
- Perform field inspections for all capital improvements, including state aid projects.
- Coordinate with the Public Works Department for the annual Pavement Rating Program.
- Management of the annual Road Overlay Program.
- G.I.S. (Geographic Information System) data and Mapping Coordination
- Work with Township DPW and Water/Sewer Department to generate Annual Capital Improvement plan
- Site Inspections, Landscaping & Site Amenities of Board approved Site & Subdivision plans
- Other duties as assigned

WORK ACTIVITIES, SKILLS, KNOWLEDGE AND ABILITIES:

- Ability to read, write, speak and understand the English language sufficiently to perform the essential functions of the position as listed above
- Must have applicable NJ Professional License to perform general engineering in New Jersey.
- Must have at least 5 years of experience as a Municipal Engineer
- Must be multi-disciplined with at least 5 years of experience in all aspects of municipal and water & sewer engineering.

EDUCATION REQUIREMENTS:

- High School Diploma or GED
- Bachelor's Degree in Engineering Field from Accredited University

PHYSICAL DEMANDS:

- Ability to meet approved minimal physical and medical standards
- Ability to bend, twist, lift, reach, carry and crouch in order to accomplish tasks
- Ability to communicate with other employees in order to give direction and complete tasks
- Not less than 20/40 vision in each eye, corrected with glasses if needed
- Ability to distinguish red, yellow and green

SUPERVISION:

- Township Administrator