

## THE MORRIS COUNTY PARK COMMISSION

### Job Description

Title: Engineering Manager

Salary Grade: Confidential - III - Manager

Division: Park Planning & Development

Effective Date: 7/9/2021

Prepared by: D. Chaplick

Approved by: D. Helmer

### **Position Charter:**

Under the direction of the Executive Director and Director of Park Planning and Development, the Engineering Manager will oversee the engineering, design, build, and construction of projects and operation of systems to meet the needs of the Morris County Park Commission including roads, dams, bridges, recreational facilities, and water supply and sewage treatment systems.

This position is responsible for project development of short- and long-range project development including the daily management of engineering staff and outside contractors. These efforts will be consistent with annual forecasts and budgets, preventative maintenance, and capital programs. This position will serve to advance the needs of the Morris County Park Commissions mission, goals, objectives, policies and procedures.

### **Essential Functions:**

- Manage engineering staff, guide commission and other departments in developing plans for construction and/ or improvements to roads, structures and facilities. This includes identifying needs, obtaining and managing professional services, preparing contract documents, and obtaining permits.
- Manage and oversee phases of project development from conceptual design to project completion, including land acquisition, survey, utility relocation, preparation of plans, specifications, bid documents, engineer's cost estimate, and construction oversight. Document and authorize appropriate plan deviations or variances from a standard as appropriate.
- Serve as Engineer-of-Record and sign and stamp engineering studies and evaluations, engineering reports, engineering design analyses and calculations, construction plans and specifications, and other technical documents as required.
- Manage and oversee a wide variety of capital improvement projects, including facilities construction and renovations, facilities system upgrades (HVAC, electrical, etc.) and other assigned projects.
- Manage project development to comply with applicable Federal and State standards, regulations and funding requirements; direct and collaborate with professionals, contractors, and code officials to coordinate compliance.
- Monitors uses and development of adjacent lands to assess potential impacts to park system.
- Communicate regularly with representative from all levels within the Park Commission; County departments; local, regional, and state planners, engineers, consultants, contractors, and the public.
- Collaboratively prioritize projects and develop improvement plans that balance the needs of the Park Commission, County, and public with the availability and constraints of known resources.
- Secure and direct the services of consulting engineering and designers through the competitive bid selection process.

- Maintain financial records for projects and make recommendations for payments to contractors and consultants.
- Prepare and review planning reports, engineering specifications/plans/estimates of cost, construction schedules, and project budget, design and construction details for projects.
- Perform and oversee the development of insightful summaries of research - verbal and written.
- Manage and mentor staff to complete projects; direct and evaluate as required.
- Manage construction contracts; prepare bid and construction contract documents; review submittals and shop drawings.
- Manage or direct management of records and data management for infrastructure, capital projects, and major systems within Morris County Park Commission.
- Inspect projects for conformance with construction plans and specifications.
- Manage and oversee public procurement processes; fiscal control of projects, administer grants; and write clearly and concisely.
- Prepare and review requests for proposals; makes recommendations for the retention of professional consultants and contractors.
- Respond to facility-related complaints and develops plan for remediation.
- Serve as the Morris County Park Commission representative to assess development adjacent or contiguous to Park Commission properties, and serves as the staff liaison to the Park Development Committee.
- Collaboratively develop design criteria for infrastructure improvements throughout park system.
- Provide updates regarding pending Federal and State legislation, regulatory changes or other emergent matters impacting the Morris County Park Commission.
- Provide Morris County Park Commission with regular reporting/updating on project development.
- Delegate to staff parts of his/her authority but may not delegate nor relinquish overall responsibility or accountability for results.
- Conduct and direct regular site inspections of Park system facilities to observe and identify engineering, construction and park development needs.
- Manage assigned staff in compliance with Regulatory Requirements, Park Commission policies and labor agreements.
- Provide leadership and guidance to staff regarding necessary training, techniques, and procedures.
- Prepare and direct work directives, develop and implement training programs and conduct interviews, reviews, and screening of staff.
- Conduct and correlate the results of the Performance Appraisal System with the staffing projection and planning process.
- Assist in the preparation of operating budgets for the division.
- Monitor performance of actual expenses and revenues against the targets developed in the annual Operating Budget.
- Assist in developing the Six-Year Capital Program, secure and administer grant funds, and identify and manage Park Improvement Trust projects.
- Assist to identify funding sources and other financial support for Park Commission facilities from both the public and private sectors within the guidelines and policies established by the Morris County Park Commission.
- Serve as Morris County Park Commission liaison to answers inquiries and make appropriate referrals.
- Review policies and methods of operations to identify opportunities for private/public partnerships, enhancement of services, privatization and other cost-effective efficient uses of available resources.
- Promote the Morris County Park Commission, its facilities and programs.
- Manage other responsibilities and projects as assigned.
- Serves the best interest of the Morris County Park Commission.

## Qualifications:

- Bachelor's degree from an accredited college or university in civil engineering or closely related field; 7 to 10 years of experience with at least 5 years of direct project management experience as municipal engineer or consulting engineer, which includes project development, managing capital projects, planning and designing infrastructure.
- Must be in possession of a valid New Jersey Professional Engineering License.
- Expert knowledge of applying engineering principles is required.
- Professional engineering experience in government setting is required.
- Demonstrated experience preparing design plans, specifications, bid documents and cost estimating is required.
- Applied knowledge of State and Federal laws, policies, standards, and regulations related to the field of civil engineering is required.
- Demonstrated knowledge of public bidding process, contracts, and other applicable regulations is required.
- Must be highly self-motivated and able to manage multiple engineering projects independently in an efficient and timely manner.
- Must be able to manage and mentor staff in professional manner.
- Ability to read, analyze and modify specifications and plan sets to ensure work complies with all contract specifications.
- Applied knowledge of software to plan and design infrastructure systems and structures in line with industry and government standards.
- Ability to establish and maintain effective working relationships and use good judgment, initiative, and resourcefulness when dealing with the public, other employees, elected officials, consultants, contractors, and other government entities.
- Ability to receive constructive criticism and react appropriately.
- Ability to communicate clearly, professionally, diplomatically, and persuasively both orally and in writing.
- Must be able to assess situations, solve problems, apply professional judgement, prioritize projects, work effectively under stress, within deadlines, and in public situations.
- Ability to facilitate and attend meetings at times other than regular business hours.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Valid New Jersey Driver's License is required.

Incumbent may delegate to subordinate part of the responsibility, but may not delegate nor relinquish accountability for results.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Salary range for this position is \$85,000 to \$92,000 annually.

Interested candidates should submit a resume and cover letter, including salary requirements, to the attention of: Denise Chaplick; [mcpemploy@morrisparks.net](mailto:mcpemploy@morrisparks.net).

Morris County Park Commission is an Equal Opportunity Employer.