



300 Mendham Road | P.O. Box 1295 | Morristown, New Jersey 07962-1295  
Telephone: 973.326.7600 | Fax: 973.644.2726 | TTY Relay: 7-1-1  
[www.morrisparks.net](http://www.morrisparks.net)

DATE: July 2022

TITLE: **Engineering Technician**

DIVISION: Engineering Services

EDUCATION: Associates or Bachelor's degree in Civil Engineering, Landscape Architecture, or other similar degree with at least three to four years' experience in project development, construction practices, or civil engineering/landscape architecture.

SALARY RANGE: \$62,000 to \$68,000

The Morris County Park Commission (MCPC) is seeking experienced staff to join our Engineering Services Department at our headquarters in Morristown, NJ. The individual will be a vital member of the Engineering Department under the Direction of the Manager of Engineering Services or their designee to conduct engineering tasks as assigned, which may include field inspections, data collection and analysis, technical writing, research, and document preparation.

**Essential Functions:**

- Assists with the development of regular inspection programs and inventory assessments of major infrastructure;
- Leads implementation of inspection programs and tracks results through infrastructure inventory documents;
- Leads data management and analyzes results of utilization program and regulatory testing;
- Assists internal staff and outside contractors with the development of design solutions of infrastructure improvement projects;
- Coordinates with other internal departments to guide the implementation of the above design solutions for infrastructure improvement projects;
- Conducts inventory and digital documentation of Park Commission assets and infrastructure, with oversight of Engineering Manager;
- Assists with implementation of annual work programs and prioritization of improvement projects using results of assessments and inspections;
- Assists with development of methods and implementation of strategies for asset management of major infrastructure including, utilities, dams, and roads;
- Assists with the development of technical scopes of work and specifications related to requesting proposals for professional services and/or quotes for goods/services;

Revised 7/11/2022



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- Assists with the management/procurement of annual contracts supporting Engineering Services;
- Assists with preliminary engineering plans, calculations, and/or bid documents under the supervision of the Manager of Engineering Services;
- Informs Manager of Engineering Services of deficiencies and priorities of recommendations for improvement;
- Assist with day-to-day needs of the department and respond to internal requests for technical assistance.

**Other Functions:**

- Assists with other projects and performs other appropriate tasks, as assigned;
- May perform functions in other divisions for required temporary assignments.

**Qualifications:**

- Associates or Bachelor's degree in Civil Engineering, Landscape Architecture, or other similar degree with at least three to four years' experience in project development, construction practices, or civil engineering/landscape architecture;
- Experience with State of New Jersey contracts law and public bidding process, contracts, and other applicable regulations is preferred but not required;
- Experience with AutoCAD, Civil3D, or GIS preferred but not required;
- Experience with reviewing design plans, specifications, bid documents, and cost estimates;
- Ability to read and analyze plans and specifications under supervision of the Manager of Engineering Services;
- Ability to research and organize data and to communicate findings through presentations and reports;
- Ensures compliance with Morris County Park Commission policies and procedures, required safety standards, and OSHA requirements;
- Working knowledge of engineering and construction principles and methods;
- Working knowledge of local, state, and federal laws, policies, standards, and regulations related to civil engineering and construction;
- Ability to maintain an attendance record satisfactory to perform the essential functions of the position;
- Ability to perform the essential functions of the position with or without reasonable accommodation;
- Ability to meet requirements of a mandatory post offer pre-employment physical examination;
- Valid New Jersey Driver's License is required.



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

Salary is dependent on experience.

To apply, interested candidates must apply via MCPC website. [Employment | Morris County Parks \(morrisparks.net\)](http://www.morrisparks.net)

Morris County Park Commission is an Equal Opportunity Employer.