



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:** Construction Engineer

**DIVISION:** Engineering Services

**EDUCATION:** Bachelor's Degree from an accredited college or university in Civil Engineering.

**EXPERIENCE:** Four to six year's direct experience leading construction administration services for civil engineering projects. Related professional experience of eight to ten years may substitute for above degree requirements.

**SALARY RANGE:** \$68,000 to \$78,000

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 tasked with leading construction administration and inspections for the development and maintenance of all of Park assets and infrastructure. The position will lead the oversight of construction administration and inspections for various civil projects including but not limited to: roadway and paving construction/reconstruction, dam maintenance and rehabilitations, site grading and drainage projects, and small water/wastewater utility. The individual will also be closely involved in the procurement and administration of professional services, goods and services, and public works contracts. This position requires a minimum of four to six year's direct experience with civil engineering projects and construction administration and inspection services.

**ESSENTIAL DUTIES:**

- Conducts park-wide inventories, inspections, and assessments of assets and infrastructure;
- Coordinates with Engineering Manager to determine priorities for assets and infrastructure improvements;
- Coordinates with vendors and contractor to implement assets and infrastructure improvements;



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- Assists with the development of in-house or review of consultant-prepared plans, specifications, permits, and reports for Park Commission projects. CAD is the expected method of plan preparation;
- Assists with the procurement of professional services and construction contracting, including: preparing RFPs, bidding of contracts, responding to requests for information, preparing addenda, and obtaining required vendor documentation;
- Assists with the administration of construction contracts, including; preparation of monthly progress payments and contract change orders, coordination of project meetings and field inspections, and ensuring prompt and clear communication between engineer and contractor;
- Conducts Construction Administrative Services including on-site inspections to observe, inspect, and document compliance with plans, specifications, costs, and schedule;
- Coordinates Construction Administration Services with Engineering Manager to resolve discrepancies and complete project close-outs;
- Contributes to inventory and digital documentation of Park Commission assets and infrastructure, with oversight of Engineering Manager;
- Assist with day-to-day needs of the department and respond to internal requests for technical assistance.

#### **QUALIFICATIONS:**

- Bachelor's Degree from an accredited college or university in Civil Engineering;
- Four to six years of professional experience leading construction administration services for civil engineering projects;
- Two years of direct project development and design experience;
- Proficiency with AutoCAD and working knowledge of GIS;
- Proficiency with Microsoft Office software;
- Working knowledge of public sector contract law and contract administration;
- Experience preparing design plans, specifications, and cost estimates;
- Ability to work independently, be self-motivated, and handle competing priorities in an efficient manner;
- Ability to effectively communicate with the public, peers, consultants, and contractors;
- Regular attendance is necessary and is essential to meeting the expectations of the job functions;
- Valid New Jersey Driver's License is required.

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



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Salary is dependent on experience.

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

Morris County Park Commission is an Equal Opportunity Employer.