

DEPARTMENT
OF
COMMUNITY DEVELOPMENT
& ENFORCEMENT

Office of the Director
(Division of Engineering)

**TOWNSHIP OF JACKSON
2007 BUDGET**

DEPARTMENT NAME: Engineering

DEPARTMENT BUDGET CODE: 165

NARRATIVE SUMMARY

A. GENERAL DUTIES

Provide engineering and planning services for the Township and all Departments as requested. Prepare plans, bid documents, estimates, review and contract administration for capital projects.

B. SPECIFIC ACHIEVEMENTS FOR 2006

Prepare and submit grant applications as directed
Provide engineering interface with outside agencies
Design and execute road improvement projects

C. SPECIFIC OBJECTIVES FOR 2007

Prepare and submit grant applications as directed
Provide engineering interface with outside agencies
Design and execute road improvement projects

I HEREBY APPROVE MY DEPARTMENT'S BUDGET AS
HERETO ATTACHED _____

TOWNSHIP OF JACKSON

DEPARTMENT NAME: TOWNSHIP ENGINEER

DEPARTMENT CODE: 7-01-20-165-010

TITLE	NAME	2006 SALARY	2007 DEPARTMENT HEAD REC.	2007 TWP. ADMIN. REC. CAP IC	2007 ADMIN. REC. OC	2007 FINAL
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DIRECTOR DEPT. OF COMMUNITY DEV. & ENFORCEMENT	D. BURKE	\$0		\$12,000		
TOTAL	EFF. 3/13/07	\$0		\$12,000		
TOWNSHIP ENGINEER	D. BURKE	\$97,255	\$105,000	\$100,853		
TOTAL		\$97,255	\$105,000	\$100,853		
WATER PLANT OP.	D. BURKE	\$2,500	\$3,000	\$2,500		
TOTAL		\$2,500	\$3,000	\$2,500		
ENGINEERING AIDE	S. KANE	\$27,772		\$28,800		
SR. ENGINEERING AIDE	2/26/2007		\$35,500	\$5,583	PRO-RATED	
TOTAL		\$27,772		\$34,383		
OVERTIME		\$2,500	\$2,500	\$2,500		

\$133,466 BUDGETED IN 2006.

GRAND TOTAL: **\$130,027** **\$152,236**

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Jackson Township Engineering Aide

Under the direction of the Municipal Engineer performs highly responsible independent field and office tasks involved with capital and maintenance projects, construction, inspection, operations, including inspections, field investigations, construction problems resolution and productivity review

RESPONSIBILITIES INCLUDE:

- Project Management and Field Inspections for Township Capital projects
 - Site Investigation of Residential Complaints
 - Schedule and attend and record Pre-Construction meetings
 - Off-Site meetings for Engineering Office
 - Inspection of road reconstruction, road overlay projects, field inspections
 - Contract and regulatory management for the demolition of unsafe structures, and removal of underground storage tanks
 - Responsible for the engineering department representation when the Engineer is unavailable.
 - Interfaces with property owners, handles complaints involving drainage, grading, streets, or any other Township facility issues.
 - Collection of GPS data with mobile data equipment for use in the Township GIS system
 - Preparation of all Bid and Contract Documents
 - Prepare all Request for Proposals and Request for Quotes
 - Process payments for Contracts
 - Prepares all requisitions, review invoices and processes all purchase orders for payment.
 - Record Management
 - Assists the Engineer in field survey work and data collection
- Preparation and submission for Grant Applications for:**
- Community Development Block Grant / CDBG
 - New Jersey Department of Transportation / NJDOT
 - New Jersey Department of Environmental Protection / NJDEP
 - Safe Streets to Schools / NJDOT

Municipal Stormwater Regulatory Compliance Coordinator

- Preparation of Stormwater Pollution Prevention Plan
- Responsible for Storm Drain Labeling, Annual Education Event, Annual Mailing
- Local Public Education Coordinator
- System Mapping

Gypsy Moth Coordinator

- Coordinate with State Officials on survey areas
- Attend meeting with State Officials to coordinate spray program
- Provide public notification to residents and other agencies
- Supervise DPW work crews for aerial spray operation with the State Dept. of Ag. and aerial treatment contractor

EDUCATION / TRAINING / WORK EXPERIENCE

- Rutgers Municipal Engineering Construction Inspection I and II
- Cook College / Completion of Stormwater Permits
- Competent Person Training for Excavation and Traffic Safety
- Confined Space and Trench Rescue Training
- Control of Hazardous Energy Lockout/Tag-Out
- Blue Card Stormwater Basin and Soil Health Training
- Municipal Land Use Law, Planning and Zoning Administrator and Construction Official Secretary for 15 years.



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Job Specification 03320

SENIOR ENGINEERING AIDE

DEFINITION:

Under direction, performs the more difficult field and office tasks involved in surveying operations; does related work.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

Performs instrument work, including running center lines, running levels, preparing cross sections, slope staking roadways and staking out drainage structures; checks the grading and location of materials in embankments according to the grades shown on the slope stakes.

Calculates and plots level notes, computes and balances earth work quantities, serves as an instrument man and uses the transit, plane, table and level.

Reduces level notes, plots and calculates cross sections, makes mathematical calculations, does drafting and tracing work and prepares and checks contract progress estimates.

Prepares laboratory specimens for testing and makes routine tests involving the strength, composition and quality of construction materials.

Keep necessary records.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

REQUIREMENTS:

EXPERIENCE:

Two (2) years of subprofessional engineering experience involving the performance of inspections, surveys, tests, drafting, mathematical computations, or in other subprofessional engineering work.

NOTE: Engineering education may be substituted for the required experience on a year for year basis with thirty (30) semester hour credits being equal to one (1) year of experience..

KNOWLEDGE AND ABILITIES:

Knowledge of the characteristics and properties of the materials used in road and other engineering construction activities.

Knowledge of the procedures used in making routine inspections.

Knowledge of the use of engineering instruments and other apparatus used in road and other types of engineering work.

Knowledge of the problems involved in making calculations.

Knowledge of the proper use of the transit, plane table, and level of the preparation of estimates of contract progress.

Ability to understand, remember, and carry out written and oral directions.

Ability to learn from written and oral explanations and from demonstrations.

Ability to organize assigned field, office and/or laboratory work and follow established work methods.

Ability to make field notes of surveys, including areas, lines and angles.

Ability to keep necessary records.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

CODES: LG- 03320 MCK 8/9/99

This job specification is for local government use only.

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Department of Pers

TOWNSHIP OF JACKSON

DEPARTMENT NAME:

DEPARTMENT CODE:

REQUEST FOR SALARY INCREASE

The Request for Salary Increase Sheet is used to request a salary increase for existing personnel without a title change or promotion. This form is to be used for increases above and beyond the normal increase given an employee.

Name of Employee: Daniel Buck

Present Title: Municipal Eng.

Present Salary: 93,785

Proposed Salary: 105,000

Detailed Justification for Increase:

Increase of responsibilities to include:

- Preparation of grants to NJDOT, NJDEP and other agencies previously done by consultants
- Oversight of Gypsy Moth Suppression Program
- " " Stormwater Regulatory Compliance
- Participation in Twp Planning Board
- " " in Twp Unsafe Structure Comm.

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Job Specification 04296

WATER TREATMENT PLANT OPERATOR

DEFINITION

Under direction, operates, adjusts, regulates, and maintains plant machines and equipment to purify and clarify water for human consumption and industrial use; does other related duties.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

Operates and controls electric motors, pumps, and valves to regulate flow of raw water into treatment plant.

Dumps specified amounts of chemicals such as chlorine, ammonia, and lime into water or adjusts automatic devices that admit specified amounts of chemicals into tanks to disinfect, deodorize, and clarify water.

Starts agitators to mix chemicals and allow impurities to settle to bottom of tank.

Turns valves to regulate water through filter beds to remove impurities.

Pumps purified water into water mains.

Monitors panelboard and adjusts controls to regulate flow rates, loss of head pressure and water elevation, and distribution of water.

Cleans tanks and filter beds using backwashing (reverse flow of water).

Repairs and lubricates machines and equipment using handtools and power tools.

Tests water samples to determine acidity, color, and impurities using colorimeter, turbidimeter, and conductivity meter.

Dumps chemicals such as alum into tanks to coagulate impurities and to reduce acidity.

Records data such as residual content of chemicals, water turbidity, and water pressure.

May perform minor repairs such as replacing packing in pumps or valves and/or replacing bearings in motors and pumps, lubricating machines, and equipment.

May operate primary pumping equipment to transfer raw water to treatment plant or to distribute treated water to residential, commercial, or industrial establishments.