

TOWNSHIP OF PARSIPPANY-TROY HILLS
OPEN POSITION ANNOUNCEMENT
Engineering Aide

Department: Public Works, Engineering Division

Workweek: Full-time; Monday through Friday, 9:00 a.m. to 5:00 p.m., some overtime may be required.

Wage: Per Ordinance - White Collar Non- Exempt

Definition: Under direction of an engineer or other technical supervisor performs routine, repetitive, and noncomplex office and field work in connection with all phases of engineering pertaining to surveying, planning, design, construction inspection, investigation, makes the less difficult mathematical calculations, maintains maps and files including using Civil3D and ArcMap software and other related work as required and assigned.

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.

Duties:

Duties include the review of project plans and specification, manage aspects of projects including recommendations of payments, change orders and closeout documents, perform inspections for public and private construction, right of way opening permits, soil moving permits, and dumpster permits, inspect utility openings, certificate of occupancy and pool permits and investigate resident complaints and bring to a resolution. Measuring with a tape and/or measuring wheel. Assists in running a survey level rod, drives stakes, cares for equipment, reports on the progress of construction projects. Participates in the design of simple features and performs mathematical computations involved in engineering construction and operations. Duties also include general office duties, maintaining files and maps using Civil3D and ArcMap GIS software, answering phone calls, delivery and picking up of mail, office cleaning and maintenance and assist Engineering personnel as required.

Knowledge and Abilities:

Knowledge of the principals, practices and technics related to street, traffic, sanitary and storm drain construction as well as private land development construction work and of the methods used in making basic arithmetic calculations. Must possess good computer skills and a working knowledge of Outlook, Excel, Word, Civil3D and ArcMap. Knowledge of reading and interpreting plans, maps and specifications is required.

Candidate should be able to read, write, speak, understand and communicate in English sufficiently to perform the duties of the position. Understand verbal and written instructions and possess good communication skills and be able to use proper English grammar and spelling. Must have the ability to understand, remember, and carry out written and oral directions and to learn quickly from written and oral explanation and demonstration. Ability to maintain cooperative working relationships with coworkers, supervisors and the public. Ability to prepare complete, accurate reports and maintain records and files. Must be able to navigate construction sites.

Education and Experience:

Must possession of a valid driver's license. Municipal Engineering Construction Inspection Program certificate is recommended.

To Apply: Submit a letter of interest and resume to Jamie Cryan, Business Administrator at jobs@parsippany.net .

Closing Date: or until filled.

Date Posted: _____ Posted by: _____ Department: _____