



CITY OF JERSEY CITY
DEPARTMENT OF ADMINISTRATION
DIVISION OF HUMAN RESOURCES

CITY HALL | 280 GROVE STREET | JERSEY CITY, NJ 07302
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Job Opening
Supervising Engineer (Full-Time)

Department: Infrastructure

Division: Engineering

Exempt/Non-Exempt: Non-Exempt

Union/Management: JCSA

Full-Time/Part-Time/Seasonal: Full-Time

Workweek: 37.5 hours per week

Salary: \$90,000 – \$110,000 - Based on qualifications and experience. Competitive Jersey City retirement and health benefits package available, including pension, dental, medical, prescription, FSA (flexible spending account), life insurance, and more.

The City of Jersey City is looking for an experienced Supervising Engineer for the Department of Infrastructure - Division of Engineering. Under direction of your manager, the Supervising Engineer supervises the field and office engineering work involved in the review, design, maintenance and construction of structures and/or systems; performs other related duties as required.

Job Duties:

- Supervises all field and office engineering work involved in the design, maintenance, and construction throughout all of Jersey City jurisdiction.
- Supervises the field and office engineering work involved in design, maintenance, and construction of highways, roads, streets, bridges, culverts, storm drainage systems, sanitary sewer systems, waste water treatment facilities, buildings, public grounds, mechanical systems, heating systems, cooling systems, electrical power delivery systems, electrical power generation systems, traffic control systems, interior/exterior lighting and wiring systems, water distribution/management or supply systems, environmental remediation systems and processes, and/or some other branch of engineering.
- Plans, organizes and supervises field and office engineering work programs and activities.
- Assigns, checks and supervises the work of lower level engineers.
- Gives suitable assignments and instructions.
- Conducts and/or directs investigations of conditions of facilities, structures and equipment as required.
- May have responsibility for the determination of future projects and budget projections to be submitted for management approval.
- May have responsibility for a large section advancing multiple programs, or for multiple sections.
- May coordinate and prioritize activities between various sections and/or programs within a section to address competing needs.
- Supervises the design/development, repair and maintenance of water management equipment and systems.
- Coordinates flood control projects and maps out drainage systems for dealing with water flow.
- Devises solutions to environmental problems, such as pollution control and remediation.
- Supervises the maintenance of plant operation and improvement projects.
- Estimates the quantities of materials that may be required and costs of specific maintenance projects.
- Produces correspondence pertaining to engineering programs and activities.

The City of Jersey City is an Affirmative Action/Equal Employment Opportunity Employer and complies with all applicable federal and state laws, rules and regulations relating to anti-discrimination and anti-harassment.

- Supervises the field and office engineering work involved in design, maintenance, and construction of highways, other roads or streets, and/or bridges or some other branch of engineering.
- Supervises the work operations and/or functional programs and has responsibility for effectively recommending the hiring, firing, promoting, demoting and/or disciplining of employees.
- Supervises the preparation of reports containing findings, conclusions, and recommendations.
- Supervises the establishment and maintenance of records and files.
- Performs other duties as assigned.

**Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.*

Preferred Experience: Five (5) years of related experience in Civil Engineering.

Required Educational Background: Graduation from and accredited college or university with a Bachelor’s degree in Civil, Mechanical, Chemical or Electrical Engineering.

Required Experience: Four (4) years of related experience in civil, mechanical, chemical or electrical engineering, one (1) of which shall have been in a supervisory capacity.

Required License: Appointees may be required to possess a valid Professional Engineering (PE) License issued by the NJ State Board of Professional Engineers and Land Surveyors, particularly for positions assuming “responsible charge” over staff as defined by NJAC 13:40-1.3.

Essential Skills:

- Knowledge of engineering problems involved in supervising the field and office operations of a staff engaged in the design, maintenance, and construction of structures and/or systems.
- Knowledge of supervisory methods and techniques.
- Ability to organize assigned large scale technical engineering and supervisory work and develop effective work methods.
- Ability to give assignments to employees.
- Ability to accurately estimate quantities and project costs.
- Ability to supervise work operations and/or functional programs and effectively recommend the hiring, firing, promoting, demoting and/or disciplining of employees.
- Ability to prepare accurate and informative reports.
- Ability to maintain and supervise the maintenance of essential records and files.
- Ability to supervise assigned staff and plan, organize, and implement projects within the unit.

This is a Civil Service Job, and you must eventually pass and qualify for the applicable Civil Service title.

To apply for this job with the City of Jersey City, fill out our [Employment Application](https://www.jerseycitynj.gov/employment) at [Jersey City Jobs - City of Jersey City \(jerseycitynj.gov\)](https://www.jerseycitynj.gov/jersey-city-jobs).

Please note that this role is subject to the residency requirements set forth by NJ First Act.

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