

Electrical Engineering Assistant Rockaway Valley Regional Sewerage Authority

Electrical Engineering Degree required. NJ Driver's License required. Experience working in an industrial electrical maintenance environment a plus. Must be available for after-hours emergencies and on call as needed. Must be able to work outdoors during the day or night and during all four seasons of the year.

Responsible for the preventative and predictive electrical maintenance program for all RVRSA properties. Duties include updating and maintaining pump controller programming, plant alarm control panel, motor controls and all instrumentation as needed; perform routine inspection, maintenance and service of all electrical equipment in the RVRSA collection system; review and clearly and accurately update records on all RVRSA Plant and Trunkline system electrical equipment.

Salary \$85,000 per year. Benefits include medical, dental, NJ State Pension Plan, and paid time off. Please view the full job description and the benefits overview at rvrsa.org. Send resume to: ckopeck@rvrsa.org. RVRSA is an equal opportunity employer.

Rockaway Valley Regional Sewerage Authority

Job Title: Electrical Engineering Assistant

Department: Engineering

Reports to: Electrical Engineer, Engineering Manager

Position is: Exempt, Salaried

Essential Tasks/Requirements

1. Responsible for the preventative and predictive electrical maintenance program for all RVRSA property.
2. Updating and maintaining pump controller programming, plant alarm control panel, motor controls, and all instrumentation as needed.
3. Perform routine inspection, maintenance and service of all electrical equipment in the RVRSA and collection system;
4. Perform electrical maintenance, troubleshooting and repair work as necessary;
5. Ability to read and interpret electrical drawings, electrical schematics, and technical manuals
6. Review and clearly and accurately update records on all RVRSA Plant and Trunk Line system electrical equipment; as well as Inventory and maintain current stock of routine parts and accessories according to frequency of required replacement.
7. Operate all RVRSA and pump station equipment including but not limited to pumps, VFDs and controllers;
8. Respond to emergencies in a timely manner;
9. Must be able to work outdoors during the day or night, and during all four seasons of the year.
10. All work to be completed under the supervision of Engineering Manager and Electrical Engineer.
11. Ability to operate aerial equipment, (boom lift and scissor lift), for maintaining and inspection of perimeter lights and other electrical equipment.
12. Adhere to electrical codes, safety standards, and protocols of the RVRSA.

Other Responsibilities

1. Assists Operations and Trunkline, as needed.

Skills and Other Requirements

Must have the ability to read wiring diagrams. Troubleshoot and repair motor controls and ability to learn Allen Bradley (PLC) programmable logic controllers.

In addition, employee must have the following abilities;

- understand written and oral communications; the person holding this position must collaborate with RVRSA staff, engineers, technicians, and other tradespeople regarding issues relating to the RVRSA's electrical systems

- must be familiar with Autocad, Edmunds software, Outlook, and Microsoft Suite
- read and write legibly, speak English fluently and communicate clearly over a two-way radio;
- operate RVRSA vehicles and possess a valid driver's license.

Education: Electrical engineering degree required. Experience working in an industrial electrical maintenance environment is a plus.

Physical Capabilities

Work requires the ability to get in and out of tanks, pump station wells and other structures at the RVRSA facilities. Must have physical endurance to walk, climb, reach, lean and bend in the performance of regular duties including entrance to and exit of tanks, pump stations wells above or below points of discharge. This position requires the ability and willingness to work setting that may involve exposure to heat, cold, noise, odors, and potentially hazardous conditions.

Job requires lifting of up to 50 lbs.



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Benefits Overview for Full-time Non-Union Employee:

Vacation is based on the following schedule: One day for each two full months of service of employment during the first calendar year up to a maximum of six days. For purposes of this section, the calendar year shall be defined as January 1 through December 31 of the year in which the employee was hired. On January 1st of each calendar year following the calendar year when the employee began employment an employee will have ten days for the second through the sixth calendar year of employment; fifteen days after the completion of the sixth year through the sixteenth calendar year of employment; twenty days after the completion of the sixteenth calendar year of employment.

Employees are entitled to two personal days per year.

Employees are entitled to the following 12 paid holidays: New Years Day, Martin Luther King Jr. Day, President's Day, Good Friday, Memorial Day, Juneteenth (State Holiday only-third Friday in June), Independence Day, Labor Day, Columbus Day, Thanksgiving Day, Day After Thanksgiving and Christmas Day. All employees shall be entitled to receive a 'Floating Holiday'. New employees are immediately eligible for holiday and floating holiday time off/compensation.

During the first calendar year (January 1 – December 31) of employment, newly hired full time employees shall receive one hour of paid sick leave for every thirty hours worked. Paid sick leave shall begin to accrue immediately upon hire. However, accrued paid sick leave may not be used until after the completion of 120 calendar days of employment. Beginning January 1 of the ensuing calendar year, employees shall receive ten days of sick leave per year.

It is mandatory that all RVRSA employees be enrolled in the State of New Jersey Public Employee Retirement System (PERS). The current payroll deduction is 7.5% of annual salary; this rate may change per the State of New Jersey.

The RVRSA currently participates in the State of New Jersey Health and Dental Benefit Plan. Public workers are required to pay for a portion of their health care benefit costs. You will be able to choose from a list of health insurance plans offered by the State. The dental premium is covered 100% by the RVRSA. RVRSA also offers STD, LTD, FSA and a vision discount program.

All employees are expected to follow all sections of the Rockaway Valley Regional Sewerage Authority Personnel Manual to include Ethical Conduct, Communication Media Policy as well as all anti-harassment policies. During first day of employment, Human Resources will review many of RVRSA policies and provide a copy of the Personnel Manual. If you have any questions, please do not hesitate to contact Catherine Kopec, Human Resources & Safety Coordinator at (973) 868-1706 or ckopec@rvrsa.org.