

JOB DESCRIPTION

Job Title:	Permit Manager/ GIS Coordinator/ Construction Inspector	Department:	Engineering
Reports to:	RVRSA Manager of Engineering	Supervises:	None
FLSA Status:	Exempt	FT/PT:	Full-Time

Position Summary

This position will be responsible for managing the connection permits from the receipt of the initial application and the associate fees, to the review of the application, to the issuance of the permit (or the denial of a permit), to the inspection of the work, to the closeout of the permit in addition to overseeing RVRSA's GIS/Asset Management systems.

Essential Job Functions

- Coordinate with local officials including construction code officials, engineers, and planning and zoning board officials regarding ongoing, and future sewer related activities in the member towns.
- Attend planning board and zoning board meetings as needed.
- Attend pre-construction meetings and prepare appropriate preliminary reports.
- Manage the RVRSA Permit system including receipt, review and processing of permit applications.
- Oversee clerical staff in regards to logging, updating and tracking of permits in a computerized permit management system and the maintenance of both paper and electronic files of permits and associated documents.
- Inspect service area for unauthorized hook-ups into local collection system.
- Inspect house/commercial connection hook-ups to the local collection system; witness hydrostatic tests, and low air pressure tests.
- Inspect main sewer lines for subdivisions and municipal projects within the RVRSA sewer service area.
- Responsible for preparing "as built sketch" of house and commercial laterals.
- Maintain daily field log book.
- Prepare inspection reports which must be made available, upon request.
- Obtain data from various sources such as field inspection, current documents and historical records and input into the RVRSA GIS/Asset Management System
- Provide GIS support to other RVRSA personnel for implementation of RVRSA's Asset Management.
- Coordinate with the Industrial Pre-treatment and Operations Departments as needed, which includes but is not limited to: Reporting slugs, spills, and sanitary sewer overflows to IPP and Operations, reacting to and coordinating with local offices regarding illegal dumping, and inspection of RVRSA construction related activities as required.
- Prepare quarterly RVRSA Capacity Assurance reports using data from the permit, management system and IPP flow data from the IPP Coordinator and the RVRSA Plant Manager.

- Assist the Engineer or designee with activities related to processing Treatment Works Applications and wetland waiver applications.
- Obtain continuing education on a regular basis on subjects related to the job.
- Perform other duties as assigned

Qualifications

- Associates degree or greater in curriculum related to science or engineering and applicable environmental or field construction experience is required.
- The individual must be capable of operating a motor vehicle and must possess a valid State of New Jersey driver's license.
- Reliable transportation
- Current driver's insurance coverage
- Three to five years of experience in construction practices related to site (sewer) work and installation of underground utilities.
- Knowledgeable of current regulatory issues related to BOCA, National Plumbing Code, as well as wetlands and flood zone related environmental regulations.
- Experience, Training and/or certification in Geographic Information Systems, Geography or related field.
- Must manage time and workload independently to perform job duties effectively and efficiently.
- Previous management experience preferred.

Knowledge, Skills and Abilities

- Knowledgeable about OSHA safety regulations related to construction safety.
- Proficient in the use of PC programs such as (but not necessarily limited to) Word, Excel, Outlook. Experience using computer based permitting software and GIS software is mandatory.
- Strong organizational, record keeping skills, and computer skills.
- Ability to interpret technical drawings and prepare "as built sketches".
- Ability to prepare technical inspection reports legibly.
- Ability to successfully carry out detailed oral and written instructions

Physical Demands of the Job

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to talk and hear; occasionally required to climb, balance, stoop, kneel or crouch, reach, stand and walk; and may be required to have close visual acuity.

- While performing the duties of this job, the employee is frequently required walk; use hands to handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; stoop, kneel, crouch, bend, talk or hear; taste or smell
- The employee must frequently lift and/or move up to 30 pounds
- Better than average manual dexterity is important as well as the physical endurance to walk and stand for a long period of time.
- Making substantial movements (motions) of the wrists, hands and/or fingers to operate machines and equipment
- Speaking/talking to express or exchange ideas or provide instructions, often elevating volume to be heard above the ambient noise level
- Hearing with or without correction to perceive normal speaking levels, often above the ambient noise level. Must have the ability to receive detailed information through oral communication
- High mental and visual attention required for planning difficult work methods

Work Environment

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The worker may be subjected to both inside and outside environmental conditions.

Employee Acknowledgement

This job description is not intended to be all-inclusive. This position may be assigned to perform other duties to meet the ongoing needs of the organization.

I have read and understand this explanation and job description.

Employee Name:

**Employee
Signature:**

Date: