



# JOB ANNOUNCEMENT

## MONROE MUNICIPAL UTILITIES AUTHORITY

372 SOUTH MAIN STREET, WILLIAMSTOWN, NJ 08094

POSTING DATE: OCTOBER 29, 2025

CLOSING DATE: DECEMBER 1, 2025 BY 3:30PM

TITLE: ASSISTANT WATER/SEWER SUPERINTENDENT DEPARTMENT: OPERATIONS

HOURLY RATE: \$38.47 to \$48.47 PER HOUR – 40 HRS/WEEK

### EXAMPLES OF WORK:

- Assisting the Superintendent in the maintenance and operation of a system with 8 wells, 2 ASR Wells and 30 pump stations.
- Supervises, schedules, prioritizes and coordinates the work of employees engaged in day-to-day activities of the Construction and Operations of Water/Sewer Divisions.
- Performs the most complex duties and provides technical assistance to crews in the assigned Division.
- Schedules and coordinates Division operations with customers, contractors, utilities and other individual agencies.
- Monitors implements and ensures compliance with pertinent Federal, State and local laws, codes and ordinances; inspects work in progress and upon completion; recommends corrective action when necessary.
- Responds to emergencies affecting any Division, ensures that emergency work is addressed in an effective, timely manner.
- Supervises, trains, and evaluates assigned personnel and subordinates. Prepares a variety of written documents such as purchase requests, disciplinary and accident reports.
- Participates in the hiring, promotion, discipline, grievance and related actions. Assists in the preparation and monitoring of the department operating and capital improvement budgets.
- Uses computer for data entry and report generation of records of maintenance, service calls and workorders.
- Confers with the Superintendent to review and discuss day-to-day operations and to plan major work for optimum effectiveness in personnel and material utilization.
- Schedules work, equipment and materials; prepares work schedules to provide coverage, approves vacation, leave and overtime requests.

**MINIMUM QUALIFICATIONS:** Applicant must possess High School Diploma or GED equivalent. Applicants must have two (2) years of supervisory experience in the construction, maintenance and repair of water and sewers. Additional job requirements include:

- Ability to take the lead in working out effective operating procedures.
- Ability to work harmoniously with others.
- Ability to assist in the organization and development of a comprehensive work program.
- Ability to assist in making the best use of available funds, personnel, and equipment to keep the records and files needed.
- Ability to receive complaints from customers and to take remedial action.
- Ability to give assignments and instructions to individuals engaged in repair and maintenance of water and sewer, provide them with needed advice/assistance when difficult/unusual problems arise, and check their work to see that proper procedures are followed, that reasonable standards of workmanship and output are maintained, and that desired objectives are achieved.
- Licensed to operate a motor vehicle in New Jersey.

**LICENSES:** Appointees will be required to possess a valid Commercial Driver's License (CDL). Appointees who possess a current/valid license of T3, W3, and C3 issued by the New Jersey Department of Environmental Protection are preferred.

**SPECIAL INFORMATION:** The initial assignment for this position will be in the Operations Department. The normal workweek will be Monday through Friday, from 7:00 am to 3:00 pm. Employees **will be required** to report to work outside normal hours for overtime including weekends and holidays. The successful candidate will be subject to pre-employment background check and drug and alcohol testing pursuant to federal regulations.

***\*\*\*Position is subject to a probationary review period upon initial hire and periodic evaluations thereafter\*\*\****

**ADDITIONAL INFORMATION:** Benefits include paid vacation, sick time, paid holidays, health care, dental, vision, life insurance and the New Jersey Public Employees Retirement System.

An online application can be submitted by going to [www.monroemuaj.com/employment](http://www.monroemuaj.com/employment) or a paper application can be obtained in our office located at 372 South Main Street, Williamstown, NJ Monday through Friday between the hours of 7:30AM – 3:30PM. Please submit your application to the attention of Christina Hanratty, Human Resources, no later than December 1, 2025 by 3:30PM.

The Monroe Municipal Utilities Authority is an Equal Employment Opportunity (EEO) employer and does not discriminate on the basis of race, color, national origin, religion, gender, age, veteran status, political affiliation, sexual orientation, marital status or disability (in compliance with the Americans with Disabilities Act) with respect to employment opportunities.