



July 12, 2017

**Licensed Operator Position  
(C3, T3 & W3)**

**Salary: Based on Experience**

## **JOB OPPORTUNITY**

*This union-exempt position is primarily located at the HTMUA Operations Center in Mays Landing, NJ. However, this position may require working off hours, weekends and/or holidays throughout the HTMUA's service and contract operation areas.*

**Duties:**

- Responsible charge for operation of the HTMUA and "contracted" water and wastewater collection system within permitted parameters.
- Responsible for compiling applicable operational data.
- Responsible for filing applicable reports to the appropriate government agencies.
- Responsible for the oversight and implementation of NJDEP/USEPA sampling schedules.
- Establishes and maintains operational records, permits and files.
- Establishes and maintains Right-To-Know documentation and assists with safety program.
- Standard Operating Procedures: Develop, maintain and train staff.
- Performs routine maintenance and assists in the establishment, development, and execution of procedures for the construction, maintenance, repair and inspection of the water and wastewater collection system and appurtenances.
- Provides input to Management Team, Authority professionals and others as required.
- Assists in ascertaining service requirements and costs for new and existing customers.
- Assists in performing internal audits and reviews of the Authority's Operation systems.
- Assists the Management Team in preparing annual budgets, capital plans and long-range goals.
- Acknowledges and replies to correspondence as applicable.
- Assists in maintaining and updating the Authority's fixed assets registers.
- Utilizes various types of software, hardware, electronic and/or manual recording and information systems used by the Authority and/or other agencies.
- Utilizes MS Office, Internet, GIS, meter reading, maintenance, asset evaluation software programs, along with various other manual, electronic and/or computerized information systems, software or hardware.

**NJDEP Licenses:** C3, T3 & W3

**Education:** A Bachelor's degree in a related field, or an Associate's degree/high school diploma may be considered with relevant experience

Interested candidates should submit a cover letter and resume to "Licensed Operator Position", HTMUA, 6024 Ken Scull Avenue, NJ 08330 or email to [info@htmua.com](mailto:info@htmua.com). Position is open until filled.