



## **Position: Civil Engineer/Zoning Official**

**Philosophy:** All employees will bring with them, or will acquire through training, certain skills and abilities that will aid them in the performance of their duties. The Borough of New Providence encourages each employee to utilize his/her skills and abilities to help control the cost of services to the taxpayer and provide fair and equitable service to the community in a professional and ethical manner.

**Function:** This Full-Time position, serves under the direction of the Director of Planning and Development/Deputy Borough Administrator.

### **Areas of Responsibility:**

- Include preparation of engineering documents for advertising and construction.
  - Plans, specifications, and cost estimates for various improvement projects.
- Ability to work on multiple projects concurrently and manage small projects independently.
- Perform field inspections and assessments of municipal facilities.
- Zoning compliance reviews, Planning & Zoning Board site plans/subdivisions and preparation of reports.
- Other duties as assigned or directed.

### **Qualifications:**

- Bachelor of Science in Civil Engineering or equivalent education attainment in a related degree.
- Three (3) years of varied municipal engineering experience.
- Computer skills, GIS knowledge required as are strong interpersonal and written skills.

### **Work Schedule:**

- Permanent Full-Time Position
- 35 Hours per week
- Monday-Friday 8:00am-4:00pm

### **To Apply:**

Applications are available through the Borough of New Providence website at:

<https://www.newprov.us/250/Employment>

Submit cover letter and resume, completed application, and requested compensation to Bernadette Cuccaro, Borough Administrator, Borough of New Providence, 360 Elkwood Ave, New Providence, NJ 07974 or electronically at [bcuccaro@newprov.us](mailto:bcuccaro@newprov.us). Salary DOQ and commensurate with experience. The Borough of New Providence is an Equal Opportunity Employer