



COUNTY OF SOMERSET

ISSUE DATE: 07/13/2018

POSITIONS AVAILABLE LISTING

For Additional Information Contact

DIVISION OF HUMAN RESOURCES

20 Grove Street /PO Box 3000

Somerville, NJ 08876

908-231-7120/908-575-9309 Fax

E-mail address: humanresources@co.somerset.nj.us

APPROVED BY:

DONNA MOZET

HUMAN RESOURCES DIRECTOR

ISSUED BY:

FAITH M. SACINO

HUMAN RESOURCES DIVISION

| DEPARTMENT | POSITION DESCRIPTION | GRADE | SALARY RANGE | DATE OF ORIGINAL LISTING |
|------------|----------------------|-------|--------------|--------------------------|
|------------|----------------------|-------|--------------|--------------------------|

MENTAL HEALTH CENTER

Medical Director

0006161030W

\$198,210

7/13/2018

Responsibilities: Position provides psychiatric assessment and treatment to clients. Position serves as a consultant to staff members. Assesses individuals who present with psychiatric disorders in any clinical setting, records medical history and prescribes in accordance with client needs. Position participates in Performance Improvement; peer review and medical staff activities. Serves as member of Management Team, as consultant to Program Directors, and provides direction and supervision of Medication Clinic. Position participates in policy-making, strategic decision-making and performance improvement direction.

(32 hours)
E

CLOSING
DATE
7/27/2018

Essential Functions

- Participates as a member of the Management Team in the organization's decision-making structures and processes.
- Oversees the quality and effectiveness for the delivery of clinical care in all departments.
- Provides direct patient care using appropriate, recognized modalities of treatment; prescribes medication; identifies the psycho education and medication education needs of patients and/or families and provides appropriate learning opportunities.
- Provides oversight to Medication Clinic Staff.
- Perform psychiatric evaluations, including history and mental status exams.
- Complete treatment plans in conjunction with other clinical staff.
- Prescribes medication and monitor its benefits/side effects.
- Respond to inquiries directed by the nursing staff
- Communicate on a regular basis with staff, families, outside agencies.
- Maintain thorough, timely clinical documentation.

Requirements: Completion of Residency in Psychiatry as recognized by ABPN; Board Certification by ABPN; BCLS Certification; experience treating a variety of psychiatric disorders in patients of all ages.

Preferred: At least 2 years of experience in psychiatric administration; lived experience in mental health and substance use disorders and in recovery. Extensive experience with a variety of patient categories and focused experience with one or more sub-categories (e.g. adolescents, dual-diagnosed, etc.).

Acceptance of employment contingent upon passing a criminal background check & pre-employment physical/drug screen.

**Candidates with lived experience in mental health and/or substance use disorders and in recovery are encouraged to apply.*

| DEPARTMENT | POSITION DESCRIPTION | GRADE | SALARY RANGE | DATE OF ORIGINAL LISTING |
|------------------------------|---|---------------------------|--|---------------------------|
| <u>PLANNING BOARD</u> | <u>Planner - GIS Specialist</u> | <u>0003901145A</u> | <u>\$44,900</u> <u>\$59,900</u> | 5/25/2018 |
| | <p>Responsibilities: In support of the Planning Division's numerous planning initiatives, this position will assist in the development, update and management of GIS data originated and/or maintained by the County Planning Division. Position will be responsible for data acquisition, creation or compilation, and implementing best practices to meet metadata standards and ensure data accuracy. Position will abide by industry and Planning Division standards when developing GIS data and sharing these datasets with other individuals and organizations. Position will implement the Planning Division's GIS quality assurance/quality control protocol. Position will use Spatial Analyst, ModelBuilder and other tools to perform analyses of GIS datasets needed to complete various planning initiatives. Position will assist in the ongoing update and enhancement of the Somerset County Trends and Indicators Report; and maps associated with the County Master Plan. Position will prepare maps, charts and other graphics that illustrate planning concepts for use in reports, PowerPoint presentations, displays and other formats. Position will utilize mapping and cartography industry standards and careful editing to ensure products are of high-quality; work with planning staff/project managers to define map content and format. Position will obtain and apply the necessary GIS datasets, which may come from outside sources as well from the County Enterprise System and County Planning Division. Position will utilize geo-processing and other GIS methods as needed; assist in determining and implementing project-specific map design protocols to provide consistency for projects involving multiple maps. Position will apply quality assurance/quality control standards to ensure the highest quality maps are produced. Position will inform and assist members of project teams in defining project tasks and timelines that require GIS data development in a timely manner. Position will maintain an on-going inventory/log of supplies for computer mapping, drafting and displays. Position will identify what is needed for the coming year and submit a supply list that includes costs and ordering information for submission to the Assistant Director. Position will order replacements as required when supplies become low; coordinate and render contracts for in-house and outside printing of maps, reports and projects for the Planning office. Position will coordinate all aspects of the Planning Board's annual 4-H Fair booth, including the preparation of displays. Other duties as assigned by the Director of Planning.</p> <p><i>Requirements: A minimum of an undergraduate degree in planning or a related field and specialized Geographic Information Systems (GIS) training. GIS training can be comprised of GIS Certification based on ESRI standards or the completion of progressive short-courses from beginner through advanced regarding the use of current GIS software. Two (2) years of progressive work experience performing planning-related GIS data development, up-date, management and maintenance tasks, geo-processing, map preparation and electronic file management is desirable but can be substituted with relevant volunteer and/or academic experience. Familiarity with current GIS software and geo-data processing necessary for supporting various regional and local land use and infrastructure planning initiatives is required. Experience with ArcSDE, ArcGIS Server, ArcGIS Online, data modeling and Python/ArcPy scripting is desired. Knowledge of computers, plotters, printers and other equipment needed to produce maps and graphic displays is also required. This position also requires knowledge of printing and reproduction techniques. The ability to work independently and as part of a team, basic project management skills and an understanding of budgeting and supply management are required. Excellent written and verbal communication skills are also necessary. Knowledge of publishing software is helpful</i></p> | | (40 hours) N | CLOSING DATE 7/27/2018 |

| DEPARTMENT | POSITION DESCRIPTION | GRADE | SALARY RANGE | DATE OF ORIGINAL LISTING |
|-----------------------------|--|-------|--|---|
| <u>JAIL</u> | <p><u>Nurse (Registered)</u> 0005201051A</p> <p>Responsibilities: Position is responsible for providing direct and indirect nursing care to the incarcerated adult population. Performs initial and ongoing assessments; initiates access to as well as provides on going medical, dental and mental health services utilizing standards of care. Position performs a variety of comprehensive nursing functions including but not limited to: initial and follow-up nursing assessment, medication administration, referral to chronic care clinics, treatments, withdrawal monitoring, off site specialty clinic follow up, patient teaching, and accurate documentation. Position works closely with medical, dental, mental health and custody staff.</p> <p><i>Requirements: Valid State of New Jersey Registered Professional Nurse license, and current CPR and AED certification. Current adult medical/surgical and clinical experience is necessary with proficiency in safe medication administration. Knowledge and experience in correctional, psychiatric, adult illness, and addictions beneficial. Must pass a background check and adhere to all security requirements within the jail setting. Please note that as part of this position you may, on occasion, have an existing work shift extended in accordance with jail policies. Correctional Nursing experience preferred.</i></p> | | <p>\$63,062</p> <p>(40 hours) E</p> <p>Flex Evening shift available</p> | <p>12/1/2017</p> <p>CLOSING DATE 7/27/2018</p> |
| <u>MENTAL HEALTH</u> | <p><u>Psychiatrist I or APN</u> 0006161284B</p> <p>Position Summary for Psychiatrist: Incumbent provides trauma informed mental health assessment and treatment collaboratively with individuals through wellness and recovery, person-centered care to clients. Incumbent serves as consultant to other staff; participates in Performance Improvement (PI), peer review and medical staff activities.</p> <p>Responsibilities: Position performs psychiatric evaluations, including history and mental status exams; completes treatment plans in conjunction with other clinical staff. Position prescribes medication and monitors its benefits/side effects. Position responds to inquiries directed by staff nurse; communicates on a regular basis with staff, families, outside agencies. Position maintains thorough, timely clinical documentation.</p> <p>Position Summary for APN: Position provides psychiatric assessment and treatment to clients; serves as consultant to other staff. Position participates in Performance Improvement (PI), peer review and medical staff activities. Assesses individuals who present with psychiatric disorder in any clinical setting, records medical history and prescribes in accordance with client needs, and under overall supervision of Medical Director. Any and all staff may be asked to provide clinical coverage as needed and as appropriate based on the needs of the organization.</p> <p><i>Essential Requirements: Board Certification by ABPN; completion of Residency in Psychiatry as recognized by ABPN. Age Specific Knowledge & Skills: Must be able to demonstrate the knowledge and skills necessary to provide care to: Children, Adolescents, Adults and Older Adults. Must demonstrate knowledge of key principles of growth and development of the life span, possess the ability to assess data reflective of the patient's status and be able to interpret the appropriate information needed to identify each patient's needs relative to his/her age in accordance with the Center's policies and procedures.</i></p> <p><i>Essential Background and Experience Requirement: Experience treating a variety of psychiatric disorders in patients of all ages.</i></p> <p><i>Requirements: Certification as an APN by the State of NJ; National Credentialing in Mental Health Nursing and experience in prescribing and treating a variety of psychiatric disorders in adult clients.</i></p> <p><i>Preferred Requirements include experience treating those with a serious mental illness and co-occurring disorders. Bilingual candidates are highly encouraged.</i></p> <p><i>**Acceptance of employment contingent upon passing a criminal background check and pre-employment physical & drug screening.</i></p> <p><i>**Candidates with lived experience in mental health and/or substance use disorders and recovery are encouraged to apply.</i></p> | | <p>\$195,000</p> <p>(37.5 hours) E</p> <p>\$76,800 to \$102,400 for APN</p> | <p>10/13/2017</p> <p>CLOSING DATE 7/27/2018</p> |

| DEPARTMENT | POSITION DESCRIPTION | GRADE | SALARY RANGE | DATE OF ORIGINAL LISTING |
|------------------------|---|--------------------|------------------------------------|---------------------------|
| OFFICE ON AGING | Case Manager I | 0006810311C | \$47,600 \$63,400 | 6/29/2018 |
| | Responsibilities: The Case Manager I (CM) position is responsible for conducting community screens, comprehensive assessments and options counseling for the most frail and vulnerable older adults (ages 60+) and adults (18+) with disabilities and/or their caregivers in order to assist the client/their families) in identifying and obtaining needed services. From the comprehensive assessment, the CM devises a plan that addresses the physical, cognitive, social and emotional needs/problems of the client. The CM insures that services are delivered and monitors the client's condition and circumstances. The CM works through a collaborative process to evaluate options and services to meet the individual's care needs. This function requires strong clinical skills and the capacity to engage, inform and inspire older adults, persons with disabilities and their caregivers to safely remain in the community. The CM is also responsible for assisting clients in identifying needs and available resources and linking clients/caregivers/representatives to appropriate services. The CM conducts initial client/caregiver intake interviews either by telephone or in-person to assist in making appropriate referrals/links to available services. The CM also conducts 360 home visits per annum to include comprehensive in-home assessments/reassessments of the most frail and vulnerable adults and adults with physical disabilities to evaluate the physical environment, living arrangements, functional status, psychosocial status, support systems, cultural needs, and financial status and appropriately documenting activities. The incumbent communicates with consumers/providers in a courteous, understanding, unbiased manner regardless of consumer's race, ethnicity, income level and/or ability to verbally communicate. The incumbent guides clients/caregivers to determine a plan to meet identified needs that addresses the physical, cognitive, social, cultural and emotional needs of the client and adjusts the plan as necessary to meet changes in the client's status. The CM continuously networks via senior groups/clubs, senior centers/health fairs, etc. and serves as a resource for other service providers to obtain/update information on available services, and eligibility criteria and to promote an understanding of division functions. The CM prepares a daily appointment schedule; submits weekly and monthly reports in compliance with policies; adheres to established policies and protocols; and assists in quality assurance activities. The CM meets monthly service unit requirements and other standards as set by Executive Director and/or Administrator, Eldercare Services; participates in job-related training programs as approved to keep abreast of changes in the field of gerontology/disability. The CM performs other duties as assigned. | | (35 hours) E | CLOSING DATE 7/27/2018 |
| | <i>Requirements: Bachelor's degree in gerontology, social work, nursing or a health-related field from an accredited college or university and valid license in area of practice, if applicable – Master's Degree preferred; two (2) years of experience in developing, implementing and evaluating care plans for clients/caregivers; ability to communicate clearly in English (written and oral); excellent organization and management skills and the ability to prioritize tasks/assignments, conduct holistic assessment, and effectively problem solve; Ability to analyze and interpret County policies, and to work harmoniously with all community agencies, associates, and others having an interest in older adults and adults with disabilities; ability to take a leading role by providing needed advice and assistance; Proficiency on word processing, spreadsheet and data base computer applications, specifically Microsoft Word, Excel, Access and Power Point. Ability to learn and utilize information systems related to the duties of the position; A valid New Jersey driver's license and the ability to independently commute between office, client locations, and meeting sites; ability to conduct comprehensive assessments; ability to develop, implement and revise service plans; familiarity with coordinating services; ability to prioritize tasks/assignments and handle several tasks simultaneously; strong analytical, communication and interpersonal skills; ability to establish and maintain effective working relationships with Federal, State, and Local representatives, other employees and the general public. Preferred: completion of appropriate OOA/ADRC Intake and Assistance Training; SHIP (State Health Insurance Program) certification; AIRS (Alliance for Information and Referral Services) certification; a thorough knowledge of County and Division policies and procedures; an in-depth knowledge of regulations, procedures of Medicare, Medicaid and pharmaceutical assistance programs; familiarity with completing ADRC Comprehensive Assessments, and Personal Assistance Services Program (PASP).</i> | | | |

| DEPARTMENT | POSITION DESCRIPTION | GRADE | SALARY RANGE | DATE OF ORIGINAL LISTING |
|-----------------------------------|---|-------|--|--|
| <u>PUBLIC SAFETY RADIO</u> | <p><u>Dispatcher II</u></p> <p>Position Summary: Position works under close supervision as a trainee and probationary employee, receives and responds to telephone or other electronic requests for emergency assistance including law enforcement, fire, medical, hazardous materials, animal rescue or other emergency services and/or dispatches appropriate units to response sites.</p> <p>Responsibilities:: Incumbent receives telephone or other electronic requests for assistance via the 9-1-1 emergency number. Incumbent will be trained to obtain, verify and record location of emergency, name of caller, nature, severity and current status of the emergency and obtains any other appropriate information needed to secure a full assessment of the circumstances. Incumbent will be trained to operate automatic number identification (ANI), automatic location information (ALI), telecommunications devices for the deaf (TTY/TDD), or other electronic devices to obtain and verify required data. Incumbent maintains a reassuring, calming manner with callers to obtain required information; while encouraging emergency callers to stay on the line. Incumbent will be trained to utilize video display terminal or computer oriented or radio equipment to receive, monitor, record, summarize and/or transmit data relating to the emergency. Incumbent will be trained to utilize radio, telephone and computerized or other electronic equipment to dispatch specific law enforcement, fire or medical units to the scene of an emergency based on the pre-established response plans; seeks guidance from supervisory personnel when circumstances warrant significant deviation from pre-established response plans. Incumbent may assist in maintaining and facilitating communication with responding units by receiving and relaying information including confidential information to authorized personnel. Incumbent may make entries, inquiries, cancellations and modifications of records in various systems and databases such as the National Crime Information Center (NCIC) and State Crime Information Center (SCIC), Stolen Vehicle file, Stolen License Plate File, Stolen-Missing Gun File, Stolen Article Fire, Wanted Person File, Stolen or Embezzled or Counterfeited or Missing Securities File, Stolen Boat File, hazardous material databases and hospital status files. Incumbent will be trained to maintain the official station record and/or the daily log of all incoming and outgoing communications. Incumbent will receive training in the activation of emergency alert systems such as bells, sirens, beepers and tone-activated devices. Incumbent will prepare reports and statistical data.</p> <p><i>Requirements: High School diploma or equivalent; must possess effective telephone skills. Offer of employment contingent upon passing a written test, psychological test, interview process; drug screen and criminal background check. Only applicants with a minimum of 1 to 2 years of experience in Emergency Dispatch and/or Emergency Services including, police, fire, and or EMS will be considered. Incumbent must have the ability to establish and maintain working relationships with employees, agencies and the general public and the aptitude to function as part of a team. Incumbent must be able to work a flexible schedule, including evenings, weekends and holiday hours. Valid NJ Driver's license. Position requires the incumbent to have good listening skills and the ability to focus in a fast-paced, stressful working environment. Incumbent must be detail oriented and have the ability to produce work that is consistently accurate within critical time constraints which is essential to the proper performance of this position. Preferred: Proficient in Microsoft Office applications and experience in electronic and social media a plus. Knowledge of Somerset County Emergency Services preferable.</i></p> | | <p>\$42,600</p> <p>(40 hours) N</p> | <p>6/29/2018</p> <p>CLOSING DATE 7/27/2018</p> |
| | | | Creating applicant pool | |

| DEPARTMENT | POSITION DESCRIPTION | GRADE | SALARY RANGE | DATE OF ORIGINAL LISTING |
|------------------------------|---|---------------------------|--|--|
| <u>ELECTION BOARD</u> | <p><u>Election Clerk II</u></p> <p>Position summary: Incumbent works under the general direction of the Administrator and Principal Election Clerk by performing various duties relating to the election process. This position must follow the policies and procedures established by the Administrator and/or the Board.</p> <p>Responsibilities: Incumbent will be responsible for performing office work, such as computer related tasks, typing and filing. Incumbent advises and assists prospective voters in the procedures and necessary paperwork to register as a voter; enters voter records into statewide voter registration system (SVRS); updates and maintains the accuracy of those records. Incumbent performs a variety of clerical duties related to the updating of voter information by removing ineligible and deceased voters from the SVRS; notifying ineligible voters of the proper procedures for reinstatement. Incumbent assists with preparation and packing of binders along with voting machine supplies for use in election districts. Incumbent performs certain tasks related to district board worker training and assignments and with the supervision of district board worker activities on Election Day. Incumbent assists with the processing of returned sample ballots. Incumbent assists with the processing and tallying of absentee ballots and provisional ballots as well as serving as member of the absentee ballot committee. Incumbent verifies voter signatures and records ballot numbers after each election. Incumbent will provide guidance and assistance to other staff members when needed.</p> <p><i>Requirements: High diploma or equivalent or a combination of training and experience; a minimum 1 to 2 years clerical experience; computer literate Experience in clerical work dealing with elections and registration of voters helpful.</i></p> | <u>0003500563C</u> | <p>\$30,000</p> <p>(35 hours) N</p> | <p>6/29/2018</p> <p>CLOSING DATE 7/27/2018</p> |

| DEPARTMENT | POSITION DESCRIPTION | GRADE | SALARY RANGE | DATE OF ORIGINAL LISTING |
|---------------------------------|--|---------------------------|--|---------------------------|
| <u>SOIL CONSERVATION</u> | <u>Erosion Control Specialist</u> | <u>0001800596A</u> | <u>\$49,400</u> <u>\$65,900</u> | 7/13/2018 |
| | <p>Position Summary: Position performs technical work in conjunction with the review of erosion control plans, application, and inspection of soil erosion control practices. This work is carried out in accordance with the procedures and standards outlined in the N. J. Soil Erosion and Sediment Control Act, Chapter 251, P.L. 1975 for the reduction of soil erosion and sedimentation damages.</p> <p>Responsibilities: Performs technical reviews of complex soil erosion control plans to assure the plans meet the NJ Standards for Erosion Control. The plan review requires independent judgment and preparation of review reports to obtain additional information and to assure the plan is in compliance with the Standards for Erosion Control. The incumbent is responsible for contact in the State Erosion Control Engineer for assistance if the plan requires greater engineering review. Position reviews plans submitted for certification to determine completeness. Incomplete applications must indicate items where the plans are deficient. Position also determines if a Stormwater Discharge Permit is required under the program the District administers for the Department of Environmental Protection. Position performs on-site investigations and inspections on construction sites to assure erosion control measures are in accordance with the approved plan; reports for documentation and maintenance of suitable records and files of activities are required. Position coordinates all enforcement activities on erosion control violations with the District Manager in accordance with District and State guidelines and policies. Position will assist the District Manager in coordinating enforcement actions with the Erosion Control Inspectors and is be involved in preparation of enforcement summaries and reports necessary in court actions. Position is responsible to the maintenance of the Hydraulic and Hydrologic Database for Storm water Management; database is part of a Statewide information system that requires continuous updating and management as new projects within a watershed are proposed and built; including coordination with the State Soil Conservation Committee on the information and the capturing of old data as plan is destroyed. Position works with (a) design engineers in developing and reviewing erosion control plans to provide the framework for control of erosion during construction and (b) the job supervisor to resolve erosion problems on construction sites and make determinations as to the need for revised erosion control measures or enforcement action. Position must investigate and resolve complaints relating to erosion control; this must be accomplished by using the established State and District guidelines and procedures.</p> <p><i>Requirements: Bachelor of Science degree in Environmental Sciences, Engineering or other related field and five years' experience directly in the area of soil erosion inspection and/or review or Associates Degree in a related field and experience in the field of engineering, construction, landscape or related area and seven years' experience directly in the area of soil erosion inspection and/or review. Basic knowledge of soils, natural resources and construction practices; working knowledge of the "Standards for Soil Erosion and Sediment Control in N.J." and basic hydrology; knowledge and ability to interpret District policies and procedures; ability to prepare clear, informative, and technically accurate reports and an ability to communicate and work with people of various backgrounds and professions. A valid New Jersey driver's license is required.</i></p> <p><i>A CPESC certification is preferred.</i></p> | | (40 hours) E | CLOSING DATE 7/27/2018 |

| DEPARTMENT | POSITION DESCRIPTION | GRADE | SALARY RANGE | DATE OF ORIGINAL LISTING |
|---|--|-------|--|--|
| <u>FACILITIES & SERVICES</u> | <p><u>HVAC Tech</u></p> <p><u>0001651868A</u></p> <p>Responsibilities: Position performs routine maintenance and general repairs of heating, ventilation and air conditioning systems. Troubleshoots problems with equipment, responds to calls of occupants being too warm or cold. Position is responsible for heating and cooling equipment in over 30 buildings occupied by some 1,400 employees that are maintained by Facilities & Services. Position repairs and/or services heating, ventilation and air conditioning systems for proper operation; replaces such parts as switches, fuses, filters, belts, thermostats and other minor parts; makes adjustments to equipment to maintain temperatures at a comfortable level, and operates computerized automated building management system. Position performs preventive maintenance on supply and return air units, exhaust air systems, centrifugal water chillers and semi-hermetic air conditioners, water cooled condensers, boilers, and similar equipment. Position may be assigned work of other crafts, as needed or in an emergent situation. Position shovels snow and/or operates equipment used in snow removal as needed.</p> <p><i>Requirements: High School diploma or equivalent; successful completion of a minimum 2 year Heating & Air Conditioning course; Black Seal Boiler Operator License; ability to read, write and speak English sufficiently to perform the duties of the position. Ability to operate hand and power tools safely, experienced in using the necessary equipment for testing and balancing systems. Valid New Jersey Driver's License required with an acceptable driving record as per County standards; no more than 1 DUI conviction within past 10 years; no reckless driving convictions within past 3 years; no more than 9 current points.</i></p> <p><i>Preferred: 5 to 7 years of experience working in the field with an air conditioning/heating contractor; Black Seal Boiler Operator License; Valid NJ Driver's License with Class B CDL.</i></p> | | <p>\$47,968</p> <p>(40 hours) N</p> | <p>5/11/2018</p> <p>CLOSING DATE 7/27/2018</p> |
| <u>RECYCLING</u> | <p><u>Resource Driver</u></p> <p><u>0007001344A</u></p> <p>Responsibilities: Position performs truck driving duties, pick-up recyclables and acts as crew leader. Position drives a truck and operates hydraulic systems climbs on and off trucks; watches for oncoming traffic and obey motor vehicle traffic rules. Position identifies, sorts, discards, asides, lifts, moves recyclable materials from curbside to truck. Position does quality controls (visually inspects material to see if it qualifies as material to be recycled) to assure that recyclable materials are identified, sorted and placed in proper truck bins; prepares and issues quality control reject tags after identifying rejected materials: circles appropriate reason for rejection. Position lifts recycling buckets, places materials above shoulder height to truck bins; lifts truck doors 3 feet to 5 feet, closes doors and latches. Position maintains curbside pick-up of recyclables at various vehicle speeds to complete designated areas and maintain productivity levels. Position maintains records; records status of work and reports malfunction of truck. Position performs proper daily inspection of vehicles per CDL requirements. Position performs Resource Recovery Worker Outside duties as necessary. Must have the ability to properly move and hook dumpsters to trucks and operate all controls. Position performs other duties as assigned by the Recycling Superintendent and the Director of Public Works.</p> <p><i>Requirements: High School diploma or equivalent. Valid NJ Commercial Driver's License Class B without air brake restriction. Acceptable driving record per county standards; no more than 1 DUI conviction within past 10 years; no reckless driving convictions within past 3 years; no more than 9 current points; investigation of any fatal accident or revocation of driving privileges. In order for a Resource Driver to safely perform all required duties in an efficient manner, they must also be able to occasionally lift loads over 125 pounds. Must be able to reach overhead to transfer loads and hook up dumpsters. The Resource Driver is required to perform the job duties of a Resource Recovery Worker.</i></p> | | <p>\$44,812</p> <p>(40 hours) N</p> <p>5 Openings</p> | <p>6/29/2018</p> <p>CLOSING DATE 7/27/2018</p> |

| DEPARTMENT | POSITION DESCRIPTION | GRADE | SALARY RANGE | DATE OF ORIGINAL LISTING |
|-----------------------------------|---|-------|---|--------------------------|
| <u>VEHICLE MAINTENANCE</u> | <p><u>Mechanic - PT</u></p> <p>Position Summary: Under supervision, performs a variety of repairs and maintenance tasks involving various types of automotive equipment, trucks, vehicles, heavy equipment. All duties are performed in accordance with County safety codes and safe work practices.</p> <p>Responsibilities: Position repairs gasoline and diesel powered equipment and vehicles, and related components including transmissions, brakes, drive trains, cooling and electrical systems, alignments, etc. Knowledge of hydraulics, hose replacement and hose fabricating. Position performs preventive maintenance for all assigned vehicles and equipment; operates a variety of diagnostic tools a variety of hand, electric and air-driven tools. Tests, services and repairs vehicles and equipment; inspects, adjusts and replaces necessary units and related parts in the performance of repairs and maintenance work. Position diagnoses, troubleshoots problems on vehicles using computerized scanning equipment and lap top computers in order to repair and maintain vehicles and equipment in the County fleet. Position fabricates parts using welding equipment. Must have knowledge in the use of New Jersey State inspection equipment; knowledge in the use of New Jersey diesel emission inspection equipment. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and schematics. Must have the ability to perform vehicle recovery and towing operations; ability to operate forklift. Perform related work as required; ability to work long hours and/or shift working during snow operations, along with irregular hours during the winter. Position ensures shop cleanliness and maintenance on a regular basis; does building safety checks. Position is required to use a computer, knowledge of PC operations and software, knowledge of internet use.</p> <p><i>Requirements: High school diploma or equivalent; or two years related experience and/or training; or equivalent combination of education and experience. Must have fork lift license or the ability to obtain one; must participate in on-going certification in all areas of automotive repairs. Supplemental Vo-Tech Automotive courses, minimum five years related experience and /or training; or equivalent combination of education and experience preferred. Must possess a CDL Class B with air brake endorsement; a CDL Class A preferred. Must have an acceptable driving record per county standards; no DUI conviction within the past ten (10) years, and, if the applicant has had a prior DUI conviction, then no DUI conviction within the past ten years beginning with the date the applicant's driving privileges were restored from that DUI conviction; no reckless driving convictions within past 3 years; no more than 6 current points; investigation of any fatal accident or revocation of driving privileges. Acceptance for employment contingent upon passing federally mandated pre-employment drug testing.</i></p> | AA | | 3/29/2018 |
| | | | \$14.50 an hour; no benefits; Monday to Friday; 29 hours per week | |

| DEPARTMENT | POSITION DESCRIPTION | GRADE | SALARY RANGE | DATE OF ORIGINAL LISTING |
|------------------------------|--|-------|---|--------------------------|
| <u>EMERGENCY MGMT</u> | <p><u>Emergency Support Specialist - PT</u> <u>000380777Y</u></p> <p>Responsibilities: Position ensures that the county meets all requirements for the Federal Emergency Management Agency Emergency Management Agency Assistance Program; including meeting goals agreed to in the annual NJ State Police Office of Emergency Management Work Plan, maintaining a currently approved County Emergency Operations Plan, and providing the New Jersey Office of Emergency Management with quarterly program status reports. Position performs clerical and office operations for the Somerset County Office of Emergency Management. Position applies for and administers funding of grant programs to ensure proper and complete allocation of funds to accomplish the goals of the program through various grant sources including the NJ State Police Office of Emergency Management, FEMA, and the New Jersey Office of Homeland Security Planning. Position interprets program objectives to officials, participants, and public and private emergency services operations, establishing and maintaining contact with community organizations and other educational facilities to encourage the broadest participation and support. Incumbent assists with the development, planning and implementation of programs, plans and exercise scenarios; participates in exercises to test emergency plans with regard to natural, civil and technological disasters. Position troubleshoots issues and potential controversies as they arise in order to ensure smooth operations. Position assists the Director of the Office of Emergency Management in the administration of the policies and procedures established by the County Administrator, Board of Chosen Freeholders and Director of Public Health and Safety. Position prepares detailed reports with regard to activities and general information for distribution to the Board of Chosen Freeholders, Management Team, Department and Division Heads and Elected Officials. Position attends and actively participates in all OEM functions including meetings, drills, and emergencies. Position participates in quarterly meetings with Municipal Emergency Management Coordinators. Position maintains files, records and correspondence relating to emergency management activities. Position develops countywide mutual aid agreement and emergency plans. Position attends State and Regional meetings and seminars. The incumbent will be responsible for the maintenance of various emergency management programs. Position must be available 24/7 to respond to various emergency incidents. Position performs additional responsibilities as assigned.</p> <p><i>Requirements: High School diploma or equivalent; valid NJ Driver license; ability to establish and maintain working relationships; ability to obtain certifications related to Hazardous Materials Emergency Response. Must possess the ability to read, analyze, develop and interpret detailed verbal and written direction.</i></p> | AA | \$16.00 an hour / 19 hours per week / No benefits | 5/11/2018 |