

Grow With **ACUA**



The Atlantic County Utilities Authority (ACUA) is made of individuals with a variety of skills and backgrounds who unite to accomplish the common goal of protecting the environment.

ACUA recognizes that the most critical component of achieving this goal is its employees. Through our tuition reimbursement, training and various educational opportunities, we encourage employees to discover their talents and sharpen their skills while growing within our organization.

Our Mission: The Atlantic County Utilities Authority is responsible for enhancing the quality of life through the protection of waters and lands from pollution by providing responsible waste management services. The Authority is an environmental leader and will continue to use new technologies, innovations and employee ideas to provide the highest quality and most cost-effective environmental services.

Education Assistance and Tuition Reimbursement

ACUA provides education assistance and tuition reimbursement to regular employees (upon completion of the initial introductory period).

The program is at the discretion of an employee's respective ACUA Officer, HR Director and the President, along with the availability of budgeted funds.

Interested employees must submit an electronic Tuition Reimbursement request located on InsideACUA **prior to enrolling in any class/course**. Failure to follow proper procedures may result in the denial of your request.

Requests must include the name of the course along with the schedule, the cost for tuition and required materials such as textbooks, the name of the school, type of program (adult evening school, undergraduate, graduate, doctoral, etc.) and a brief description of how the program will benefit the ACUA.

All courses are to be taken on the employee's own time, outside of normal work hours. Provided the requested class has been approved for education assistance, reimbursement is contingent upon the following criteria:

- The course must be related to the mission of ACUA, related to an employee's job responsibilities or necessary to earn a degree that is job related or ACUA related.

- A certification of satisfactory completion must be provided or, documentation from the institution of learning including a minimum passing grade of "C."
- Proof of payment receipt for class/courses and course materials must be provided.

Submit a Tuition Reimbursement Request:

- On InsideACUA, select "ACUA Forms," then "Tuition Reimbursement Request" and then "Fill Out a New Request."
- Fill in all the required information and click "Submit."

Once your request is either approved or denied, you will receive an email. If your request has been approved, you are then authorized to sign up for and attend the class/course.

Receive Reimbursement:

After completing the course/class and receiving your certificate or the document containing your grade, go back to the "Tuition Reimbursement Request" link on InsideACUA. Locate your name, click on the link, click "Edit Item," attach copies of your scanned receipts and grade and click submit. Once approved, your tuition reimbursement will be processed, and you will receive a check from the ACUA.

Obtaining New Jersey Water and Wastewater Treatment System Operator Licenses



Types of Licenses

- Industrial Wastewater Treatment System (N)
- Public Wastewater Collection System (C)
- Public Wastewater Treatment System (S)
- Public Water Distribution System (W)
- Public Water Treatment System (T)
- Very Small Water System (VSWS)

Currently, ACUA needs licensed operators holding Collection System (C) and Treatment System (S) licenses.

There are four classes (1 - 4) for each license type that all require passing an exam to hold. Operators are required to have minimum education, operation experience and NJDEP-approved training to qualify for the exam. The qualifications are listed below.

License Classes S-1, T-1, W-1, and C-1

- Minimum of High School diploma or equivalent certificate
- Completion of NJDEP approved training course
- One year of operating experience

License Classes S-2, T-2, W-2, and C-2

- Completion of NJDEP-approved training course
- High School Diploma or equivalent certificate plus 3 years operating experience
- Associate degree plus 2 years operating experience
- Bachelor degree plus 1.5 years operating experience

License Classes S-3, T-3, W-3, and C-3

- Completion of NJDEP-approved training course
- High School Diploma or equivalent certificate plus 6 years of experience (3 years operating experience and 3 years direct responsible charge experience)
- Associate degree plus 4 years of experience (2 years operating experience and 2 years direct responsible charge experience)
- Bachelor degree plus 3 years of experience (1.5 years operating experience and 1.5 years of direct responsible charge experience)

License Classes S-4, T-4, W-4, and C-4

- Completion of NJDEP-approved training course
- High School Diploma or equivalent certificate plus 10 years of experience (6 years operating experience and 4 years direct responsible charge experience)
- Associate degree plus 7 years of experience (4 years operating experience and 3 years direct responsible charge experience)
- Bachelor degree plus 5 years of experience (3 years operating experience and 2 years of direct responsible charge experience)

What is operating experience?

Operating experience is the time spent in the satisfactory performance of operational duties at a system which is acceptable to the Board of Examiners which reviews Statements of Qualifications included in every application.

What is direct responsible charge experience?

Direct responsible charge experience means active, daily, on-site supervision, including operation and maintenance responsibilities in a system with a classification no less than one classification lower than the license sought. This experience shall be gained while in possession of a license no less than one grade lower than the license sought.

What are NJDEP-approved training courses and who provides them?

- Introduction to Water/Wastewater Course for T1, W1, S1, C1
- Advanced Water Course for T2, W2
- Advanced Wastewater Course S2

- Collections Course for C2
- Industrial Wastewater Course for N1, N2, N3, N4
- Very Small Water System Course for VSWS

The required training courses are provided by several on-site academic institutions. View them online at: www.nj.gov/dep/exams/docs/Courselist.pdf

California State – Sacramento At Home Correspondence Course Alternative

The CA State at Home Correspondence courses are NJDEP-approved alternatives to the on-site classroom training above. The correspondence courses are NOT online courses and require material purchases at www.owp.csus.edu.

On-site and Correspondence Course Requirements

C1 License:

NJ classroom course - Introduction to Water and Wastewater **OR** CA State course - Operation & Maintenance of Wastewater Collection Systems Volume I

C2 License:

NJ classroom course - Advanced Collection **OR** CA State courses - Operation & Maintenance of Wastewater Collection Systems Volume I, Operation & Maintenance of Wastewater Collection Systems Volume II, Utility Management

S1 License:

NJ classroom course - Introduction to Water and Wastewater **OR** CA State course - Operation of Wastewater Treatment Plants Volume I

S2 License:

NJ classroom course - Advanced Wastewater Treatment **OR** CA State courses - Operation of Wastewater Treatment Plants Volume I, Operation of Wastewater Treatment Plants Volume II, Advanced Waste Treatment, Utility Management

Exams for Licensed Operators are offered three times per year, and the candidate must preregister. If you need more in-depth information please consult the NJDEP website:

www.state.nj.us/dep/exams/wsw.htm or schedule a time to meet with HR to assist.

Licenses 3-4 are obtained through increased experience and responsibility on the job.

Obtaining a Commercial Driver's License (CDL)

CDL Qualifications

- Be at least 18 years old.
- Have a basic New Jersey Class D Driver's License.
- 20/40 vision in each eye with or without glasses.
- Be able to recognize red, green and amber colors.
- Be physically fit proven by either providing a medical certificate or, governments employees, such as ACUA employees can complete a Self-Certification document and will not need to see the doctor.
- The cost of the license \$42 for a 4 year period. ACUA will pay \$250.00 per year CDL bonus.

Application Process

- Study in advance by reading the CDL Manual, which can be obtained online for free.
- Visit the motor vehicle agency the Commercial Examination Test Receipt.
- Pass the 6 points of ID Verification. You must present a social security card when applying for an initial CDL and test receipt.

- Pay the \$125 commercial examination test receipt fee (non-refundable). For your convenience, the MVC accepts American Express® card, MasterCard® card, Visa® card, checks, money orders and cash.
 - Take the CDL knowledge test at one of the following Driver Testing Centers: Bakers Basin, Bayonne, Camden, Cardiff, Eatontown, Edison, Freehold, Lodi, Delanco, Newark, Newton, North Bergen, Paterson, Rahway, Randolph, Rio Grande, Runnemede, Salem, South Plainfield, Toms River, Vineland, Washington, Wayne, and West Deptford.
 - After passing your CDL knowledge test(s), return to a motor vehicle agency to obtain your Commercial Learner's Permit (CLP) and schedule your skills test.* ACUA will allow you to train on the job once you have obtained your permit. You should also visit vehicle maintenance for assistance with the pre-trip and post-trip portion of the test.
 - Schedule your road test.
 - Return to a motor vehicle agency and obtain your CDL.
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Short-Course Trainings

ACUA will provide funding towards short-course training that allows employees to expand their knowledge and skills. There are many opportunities available through various organizations depending on an employee's job function and department.

If an employee is interested in attending a short-course training, they should discuss it with their supervisor and obtain approval to attend. These trainings are done on company time and at the expense of ACUA. Below are examples of trainings attended by employees in the past year:

Association of Environmental Authorities (AEA) Environmental Professional Development Academy
aeanj.org

Atlantic County Institute of Technology (Welding)
acitech.org

Camden County College (Advanced PLC Programming, Electrical Apprenticeship)
camdencc.edu

Fred Pryor Leadership Courses
pryor.com

Gloucester County Institute of Technology (Welding)
gcit.org

Half Moon Seminars
halfmoonseminars.org

J.A. Montgomery Safety Courses
jamontgomery.com

LEAD NJ
leadnj.org

McNeilus Companies (Rear Loader Training)
mcneiluscompanies.com

Natural Gas Vehicle Institute
ngvi.com

New England Water Works Association (Back Flow Preventers)
newwa.org

NIGP - The Institute for Public Procurement
nigp.org

New Jersey Cybersecurity and Communications Integration Cell Cyber Training
cyber.nj.gov

NJDEP Waste Wise Business Network
nj.gov/dep/dshw/recycling

Rutgers University Office of Continuing Professional Education (Government Communication, Recycling Management, Public Purchasing, Operation and Maintenance of Pumps, Grant Writing, Motor Control Circuits)
cpe.rutgers.edu

Swagelok (Piping and Fitting)
swagelok.com/en

In-House Training and Apprenticeship Opportunities

Apprentice Positions

As needed, ACUA will open Electrical Apprenticeship and Wastewater Apprenticeship Positions. Positions will be posted just as other available job opportunities. Interested persons must apply when positions are available and meet the listed qualifications.

Leadership Training

ACUA also offers mandatory in-house Leadership Training for managers, supervisors, or any employee in a leadership position. The course is specific to ACUA and covers internal policies and leadership skills.

Safety/HR Training

ACUA presents various safety trainings throughout the year to ensure employees are in compliance with workplace safety requirements.



Trade Associations and Organizations

The Authority encourages involvement in various industry organizations and associations that strengthen our relationships with our peer utilities and provide growth and training opportunities. The Authority will cover the cost of membership for organizations deemed appropriate. Organizations ACUA or its employees currently hold memberships to include:

Association of Environmental Authorities (AEA)
aeanj.org

Association of NJ HHW Coordinators
njhazwaste.com

Association of New Jersey Recyclers (ANJR)
anjr.com

American Public Works Association (APWA)
apwa.net

American Society of Civil Engineers (ASCE) South Jersey Chapter
asce.org

American Water Resources Association (AWRA)
awra.org

American Water Works Association (AWWA)
awwa.org

Government Finance Officers Association (GFOA)
gfoa.org

Government Social Media Organization
gsmo.org

Government Management Information Sciences (GMIS) NJ Chapter
njgmis.org

Greater Egg Harbor Watershed Association (GEHWA)
gehwa.org

Jersey Water Works
jerseywaterworks.org

National Association of Clean Water Agencies (NACWA)
nacwa.org

New Jersey Alliance for Action
allianceforaction.com

New Jersey Business and Industry Association
njbia.org

New Jersey Energy Coalition
njenergycoalition.org

New Jersey Incinerator Association

New Jersey Society of Municipal Engineers (NJSME)
njsme.org

New Jersey Utilities Association
njua.com

New Jersey Water Environment Foundation (NJWEA)
njwea.org

Public Relations Council of Greater Atlantic City
acprcouncil.org

Society of Human Resources Management
shrm.org

Solid Waste Association of North America (SWANA) - NJ Chapter
swananj.org | swana.org

U.S. Water Alliance
uswateralliance.org

Water Environment Federation (WEF)
wef.org

Local 68 Training

Local 68 offers a variety of equipment and trade-skills training courses. Members pay one annual fee for an unlimited number of classes throughout the year. Non-members may also take classes at the Local 68 Training Centers.

Local 68 Training Center (Inside Red Cross Building)
850 N. Franklin Blvd.
Pleasantville, NJ
local68.org
609.484.8528
tmeister@local68.org

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