

ACUA Position Requirements

Level	Job Title	Education	License Required	Experience Requirements
1	Accounting & Purchasing Asst.	HSD/GED	Driver's License	
1	Administrative Assistant	HSD/GED	Driver's License	Minimum of 5 years office/administrative experience
1	Assistant Board Secretary	HSD/GED	Driver's License	Minimum 5 years legal administrative experience
1	Communications Assistant	Bachelor's in Marketing, Communications, or related field	Driver's License	
1	Computer Analyst	Associate's in Computer Science or Computer Engineering	Driver's License	Minimum of 1 year of experience operating in a WAN environment
1	Database Analyst	Bachelor's in related field	Driver's License	
1	Driver (Collections)	HSD/GED	CDL B	Previous truck driving experience with a minimum gross weight of 26,001 lbs.
1	Driver (Landfill - day shift)	HSD/GED	CDL B	Previous truck driving experience with a minimum gross weight of 50,000 lbs.
1	Driver (Landfill - mid shift)	HSD/GED	CDL A	Previous truck driving experience with a minimum gross weight of 26,001 lbs.
1	Driver (Landfill - night shift)	HSD/GED	CDL A	Previous truck driving experience with a minimum gross weight of 26,001 lbs.
1	Educ. & Public Outreach Assistant	Associate's in a related field	Driver's License	
1	Electrician I	HSD/GED	Driver's License	Minimum of 2 years experience in the electrical trade with a proven record of industrial or commercial experience; forklift truck operation experience
1	Electrician II	HSD/GED; plus 2 years related trade or technical school	Driver's License	Minimum of 5 years experience in the electrical maintenance trade with a proven work record of experience on similar equipment
1	Environmental Research Assistant	Bachelor's in Environmental Science, Public Administration, or Business	Driver's License	
1	Equipment Operator II (Landfill - day shift)	HSD/GED	CDL B	Minimum of 2 years equipment operating experience (this could include 2 years Collections driving experience)
1	Equipment Operator II (Landfill - mid shift)	HSD/GED	CDL B	Minimum of 2 years equipment operating experience (this could include 2 years Collections driving experience or a valid CDL A)

1	Equipment Operator II (Landfill - night shift)	HSD/GED	CDL B	Minimum of 2 years equipment operating experience (this could include 2 years Collections driving experience or a valid CDL A)
1	GIS/GPS Analyst	Bachelor's in Geography, Geographic Information Science, Environmental Science or related field	Driver's License	2 years of experience with geographic information systems including computer graphics, computer digitizing procedures, and data sets
1	Human Resources Assistant	Associate's from an accredited college or university	Driver's License	
1	Inspector	HSD/GED	CDL B	
1	Instrumentation Tech. I	HSD/GED	Driver's License	Minimum of 2 years experience in the instrumentation or electronics field with a proven work record of experience on similar or related equipment
1	Instrumentation Tech. II	HSD/GED	Driver's License	Minimum of 5 years experience in the electronics field working on electronic equipment similar to equipment found at this facility
1	Lab Analyst	Bachelor's in Chemistry, Biology, Environmental Science, or in a field related to Water and Waste water treatment with a minimum of 4 credits in microbiology	Driver's License	Minimum of 3 years working experience in a lab doing analyses on water, wastewater, or related field, and be familiar with general environmental and or municipal laboratory procedures, instruments, and test equipment associated with this field
1	Lab Assistant	HSD/GED	Driver's License	
1	Lab Technician	Bachelor's in related field of science or 3 years laboratory experience	Driver's License	
1	Laborer (Collections)	HSD/GED	Driver's License	

1	Laborer (Fleet Services)	HSD/GED	Driver's License	
1	Laborer (Landfill)	HSD/GED	Driver's License	
1	Laborer (Transfer Station)	HSD/GED	Driver's License	
1	Landfill Systems Technician	HSD/GED	CDL B	Documented work experience operating solid waste industry heavy equipment
1	Lead Driver	HSD/GED	CDL B	3 years previous truck driving experience with a minimum gross weight of 26,001 lbs.; 2 years of experience in a supervisory capacity

1	Lead Equipment Operator (Day Shift)	HSD/GED	CDL B	Minimum of 5 years of documented experience operating heavy equipment; minimum of 3 years of landfill experience
1	Lead Equipment Operator (Night Shift)	HSD/GED	CDL B	Minimum of 3 years of documented experience operating heavy equipment
1	Lead Mechanic (Electrical & Mechanical Services)	HSD/GED	Driver's License	Minimum of 5 years experience in the mechanical trade with equipment similar to ACUA's facilities
1	Lead Mechanic (Facilities & Fleet Services)	HSD/GED	CDL A	Diesel related mechanical experience; CNG engine maintenance and repair experience
1	Lead Scalemaster	HSD/GED	Driver's License	5 years experience as a scale master
1	Machinist/Mechanic	HSD/GED	Driver's License	Minimum of 5 years' experience in the machinist trade at a similar machine shop atmosphere; minimum of 5 years' experience in the mechanical trade with a proven work record of experience on equipment similar to equipment found at this facility.
1	Maintenance Electrician Apprentice	HSD/GED	Driver's License	Continuous enrollment and attainment of passing grades in a Department of Labor approved educational facility hosting a four year electrical apprentice program. Topics covered in the educational program include: Mathematics, electrical science, National Electrical Code, engineering drawing, blueprint reading, residential and commercial wiring and motor controls.
1	Maintenance Mechanic Operator	HSD/GED	CDL A	
1	Maintenance Person	HSD/GED	Driver's License	Minimum of 2 years of documented facilities maintenance experience.
1	Marketing Representative	HSD/GED	Driver's License	Minimum of 2 years of marketing experience
1	Mechanic I (Electrical & Mechanical Services)	HSD/GED	Driver's License	Forklift truck operation experience
1	Mechanic I (Facilities & Fleet Services)	HSD/GED	CDL B	Minimum of 1 year of documented related work experience; diesel related mechanical experience
1	Mechanic II (Electrical & Mechanical Services)	HSD/GED	Driver's License	Minimum 5 years' experience in the mechanical trade with equipment similar to this facility; forklift truck operation experience
1	Mechanic II (Facilities & Fleet Services)	HSD/GED	CDL B	Minimum of 3 years of documented related work experience; diesel related mechanical experience is required
1	Mechanic III (Facilities & Fleet Services)	HSD/GED	CDL A	Minimum of 5 years of documented work experience related in heavy duty truck and/or equipment repair services; diesel related mechanical experience; CNG related mechanical experience.
1	Parts & Inventory Control Clerk	HSD/GED	Driver's	Forklift truck operation experience

			License	
1	Receiving/Inventory Clerk	HSD/GED	Driver's License	
1	Road Handler	HSD/GED	Driver's License	
1	Scalemaster	HSD/GED	Driver's License	
1	Senior Executive Assistant			
1	System Analyst	Bachelor's degree in Computer Science, Information Systems, or related technical field	Driver's License	Minimum of 1 year experience troubleshooting and maintaining software systems.

1	Systems Oper. Mechanic I	HSD/GED	CDL A; C-1	Minimum of 1 year working experience in the operations and/or maintenance of the Wastewater Treatment Facility, Wastewater Collections Systems or other related discipline, and completion with certification in the NJDEP accredited/approved Introduction to Water and Wastewater course
1	Systems Oper. Mechanic II	HSD/GED	CDL A; C-2	Minimum of 2 years experience working in the Wastewater field
1	Technical Mechanic	HSD/GED	CDL A	Minimum of 6 years' experience in the machinist mechanic trade, with experience in a similar maintenance/fabrication shop atmosphere.
1	Utility Worker			
1	Utility Worker I	HSD/GED	Driver's License	
1	Utility Worker II			
1	Water Pollution Control Operator I	HSD/GED	CDL B	Must have successfully completed and passed a NJDEP accredited/approved Introduction to Water and Wastewater course or a candidate that has 16 college credit hours in the field of science or previous related work experience of training in a field related to wastewater operations (will be considered.) The candidate if selected must enroll in a NJDEP accredited/approved Introduction to Water and Wastewater course within 6 months of position appointment and successfully complete and pass the course within 1 year of position appointment
1	Water Pollution Control Operator II	HSD/GED	CDL B; S-1	Minimum of 1 year of operations and/or maintenance work experience in the waste water treatment or wastewater collections systems field.

1	Water Pollution Control Operator III	HSD/GED	CDL B; S-1	Minimum of 2 years of operations and/or maintenance work experience in the waste water treatment or wastewater collections systems field.
2	Accounting Analyst	Associate's in Finance, Accounting, or Business	Driver's License	5 years experience in accounting field
2	Accounting Specialist	Bachelor's in Finance, Accounting, or Business	Driver's License	2 years experience in accounting and accounts payable preferred but not required
2	Accounts Receivable Specialist	Associate's in Related Field	Driver's License	Minimum of 4 years of relevant work experience
2	Asset Administrator	HSD/GED	Driver's License	3 years of experience managing assets in areas of planning, corrective, or continuous improvement initiatives and processes.
2	Associate Engineer	Bachelor's in Civil, Environmental, Mechanical, and/or Architectural Engineering	Driver's License	
2	Auditor	Bachelor's in Accounting	Driver's License; valid certificate as CPA	
2	Electrical Group Leader	HSD/GED	Driver's License	Minimum of 5 years previous electrical experience
2	Environmental Compliance Inspector	HSD/GED	Driver's License	Minimum of 5 years continuous employment with ACUA
2	Facilities Services Group Leader	HSD/GED	CDL A	Minimum of 2 years supervisory experience in facilities maintenance
2	Fleet Services Group Leader	HSD/GED	CDL A	Minimum of 5 years medium and heavy truck and equipment maintenance experience
2	Lab Regulatory Compliance Specialist	Bachelor's degree in Chemistry, Biology, Environmental Science, or in a field related to Water and Wastewater treatment, with a minimum of 4 credits in Microbiology.	Driver's License	Minimum 3 years' experience in a laboratory conducting analyses on water, wastewater, or related field.
2	Landfill/TS Group Leader (Day Shift)	HSD/GED	Driver's License	Minimum of 2 years management experience; solid waste or recycling operations experience
2	Landfill/TS Group Leader (Night Shift)	HSD/GED	CDL A	Minimum 2 years management experience and exhibit good judgment and leadership skills (lead equipment operator experience qualifies as management experience; solid waste or recycling operations experience

2	Mechanical Maintenance Group	HSD/GED	Driver's	Minimum 5 years' experience in the mechanical trade with equipment
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	Leader		License	similar to this facility
2	Project Analyst (Centralized Maintenance)	Bachelor's in Finance, Accounting, Business Administration or Economics, Planning or Public Policy	Driver's License	Minimum of 1 year applied experience
2	Project Analyst (Solid Waste)	HSD/GED	Driver's License	Minimum of 5 years continuous employment with ACUA; Certified Public Administrator or Certified Public Manager
2	Project Analyst (Wastewater)	HSD/GED	Driver's License	
2	Purchasing/Finance Analyst	Bachelor's Degree in Finance, Accounting, Business Administration or Economics	Driver's License	
2	Recycling Group Leader	HSD/GED	CDL B	Minimum 2 years of management experience. Driver experience qualifies as management experience.
2	Regulatory Compliance Specialist	Bachelor's Degree	Driver's License	Minimum of 5 years of progressive technical and regulatory experience in the Wastewater field
2	Relief Supervisor	HSD/GED	CDL B; S-2	Minimum of 5 years Wastewater field experience
2	Senior Computer Analyst	Associate's degree in Computer Science or Computer Engineering discipline	Driver's License	Minimum of 2 years of experience operating in a WAN environment
2	Senior Construction Inspector	Bachelor's Degree in Construction Engineering and 2 years of experience in heavy construction, or HSD/GED and 6 years of experience in the engineering/construction management field	Driver's License	
2	Senior Lab Analyst	Bachelor's Degree in Chemistry, Biology, Environmental Science, or a field related to Water and Wastewater treatment, with a minimum of 4 credits in Microbiology	Driver's License	Minimum 3 years' experience in a lab conducting analyses on water, wastewater, or a related field
2	Senior Project Analyst (Centralized Maintenance)	Bachelor's degree in Finance, Accounting, Business Administration or Economics, Planning or Public Policy	Driver's License	Minimum of 1 year applied experience
2	Wastewater System Group Leader	HSD/GED	CDL A; C-2; Backflow Prevention License	
2	Wildlife Biologist/Planner	Bachelor's degree in Biological Science or Natural Resource Management	Driver's License	
3	Assistant Operations Manager	HSD/GED	CDL B	Minimum 5 years management experience
3	Asst. Dir. of WW Operations	Associate's	Driver's License;	Minimum of 5 years of progressive technical and regulatory experience

			S-3	in the waste water field; minimum of 5 years of supervisory experience
3	Business Manager	Bachelor's in Business, Finance, or Accounting	Driver's License	Minimum of 4 years of relevant work experience
3	Chief Customer Relationship Manager	Bachelor's in Business, Marketing, Communications; equivalent work experience may be substituted for the degree	Driver's License	
3	Communications Manager	Bachelor's in Business, Marketing, Communications; equivalent work experience may be substituted for the degree	Driver's License	
3	Const. Mgr/Chief Inspector	Bachelor's in Construction Management and 2 years of experience in heavy construction or HSD/ GED and 10 years of experience in the engineering/ construction management field	Driver's License	

3	Digital Media Specialist	Bachelor's in Communication, Marketing, Advertising, or Graphic Design	Driver's License	
3	Ed. and Public Outreach Coord.			
3	Electrical & Instrumentation Manager	HSD/GED	Driver's License	
3	Fac. & Flt. Services Manager	HSD/GED	Driver's License	Minimum of 10 years working experience in fleet, building and grounds maintenance and a minimum of 5 years proven supervisory experience
3	HR Generalist	Bachelor's degree in Human Resource Management, Public Administration, Business Administration, or Management. Minimum 3 years human resources work experience may be substituted	Driver's License	
3	Information Technology Manager	Bachelor's in Computer Science, Information Systems, or related technical field	Driver's License	Minimum of 3 years of work experience in a network environment
3	Lab Director	Bachelor's in Chemistry, Physics, Biology, or in a field related to environmental science	Diver's License	Minimum of 5 years working experience in a certified lab doing analyses on water and/or wastewater
3	Landfill Systems Manager	HSD/GED	Driver's License	5 years of landfill operations experience; 5 years of landfill gas collection and leachate systems experience

3	Maintenance Resource Coordinator	HSD/GED	Driver's License	Minimum of 5 years' experience in managing maintenance activities.
3	Mech., Elec., and Instr. Mgr.	HSD/GED	Driver's License	Minimum of 10 years working in mechanical or electrical maintenance trade experience with equipment similar to equipment found at these facilities; 5 years management experience
3	Network Manager	Bachelor's in Computer Science, Information Systems, or related technical field	Driver's License	Minimum of 3 years of work experience in a network environment
3	Office Manager	Associate's Degree	Driver's License	Minimum of 5 years office/administrative experience
3	Operations Manager	HSD/GED	Driver's License	Previous management experience in planning, operations or administrative functions
3	Payroll & Budget Manager	Bachelor's in Business Administration, Finance, Public Administration, or Accounting	Driver's License	Minimum of 5 years of payroll experience required
3	Safety & Risk Manager	Bachelor's Degree in Business Administration, Business Management, Public Administration or related academic field is required. An Associate's Degree and a minimum of 3 years of Safety and Risk Management experience may be substituted for the required Bachelor's Degree.	Driver's License	
3	Senior Engineer	Bachelor's degree in Civil/Environmental/Mechanical and/or Architectural Engineering	Driver's License; License to practice engineering in NJ	Minimum 6 years' experience in Civil/Environmental Engineering Field.
3	Shift Supervisor	HSD/GED	Driver's License; S-3	Minimum 6 years of work experience in the wastewater treatment field inclusive of 3 years supervisory experience.
3	Solid Waste Manager	HSD/GED	Driver's License	Minimum of 5 years management experience to include experience in coaching, discipline, team management, and performance review; Solid Waste Association of North America Certified Manager of Landfill Operations or SWANA Municipal Solid Waste Management Systems Certification
3	Systems Development Mgr.	Bachelor's in Computer Science, Information Systems, or related technical field	Driver's License	Minimum of 3 years' experience in a supervisory position in the computer field.
3	Wastewater Systems Supervisor	HSD/GED	CDL A; C-3; Backflow Prevention	Minimum of 6 years of work experience in the wastewater treatment field inclusive of 3 years supervisory

			License	
4	Chief of Staff	Bachelor's in Business Administration, Finance, Public Administration, or Accounting	Driver's License	8 plus years as Business Director or Business Manager
4	Deputy Chief Engineer	Bachelor's in Civil Engineering	Driver's License; License to practice engineering in NJ	Minimum 7 years experience in civil engineering
4	Director of Finance			
4	Director of HR and IT	Bachelor's from an accredited college or university with major course work in Human Resource Administration, Computer Science, Business Administration, or related field	Driver's License	Minimum 8 years experience in a related field
4	Director Wastewater Operations	Bachelor's and 10 years working experience in the Wastewater field or 15 years work experience in the Wastewater field	Driver's License; S-4	5 years supervisory or managerial experience
4	Purchasing Manager	Associate's degree Finance, Accounting, Business Administration or Economics	Driver's License; RPO; QPA	Minimum 5 years' experience in the writing of purchase specifications and in the purchase of equipment, materials, and supplies on a large scale.
4	Solid Waste Director	Bachelor's Degree	Driver's License	Minimum of 10 years management experience; Solid Waste Association of North America Certified Manager of Landfill Operations or SWANA Municipal Solid Waste Management Systems Certification; Successful Completion of Rutgers Certified Recycling Professional course; Practical experience in the collections and processing mechanics of the solid waste industry
5	Chief Engineer	Bachelor's in Engineering	Driver's License; License to practice engineering in NJ	Minimum 10 years experience in engineering
5	Senior Vice President of S.W. & Board Sec.	Master's degree in Business Administration, Public Administration, Planning, or Engineering	Driver's License	Minimum of 15 years of supervisory experience

5	Vice President of Admin. & Finance/CFO	Bachelor's Degree in Business Administrations, Finance, or Accounting required.	Driver's License	Minimum 5 years of supervisory financial management experience involving accounting, budgeting, and financial analysis, strategy, report and debt management; Possession of a valid certificate as a Registered Municipal Accountant or Certified Public Accountant issued by the New Jersey State Board of Accounting or as a Certified Municipal Finance Officer issued by the New Jersey Department of Community Affairs, Division of Local Government Services.
5	Vice President of CM & Asset Management	Bachelor's Degree in a related field	Driver's License	Minimum of five years of management experience in asset management, engineering, maintenance or shared services
5	Vice President Wastewater	Bachelor's Degree	Driver's License	Minimum 10 years' experience in the operations and maintenance management of a large wastewater collection and treatment facility.
6	ACUA President	Bachelor's degree in Public Administration, Environmental Science, Business Administration or a related field, or minimum 10 years' experience managing a governmental entity	Driver's License	