

**NEW JERSEY ENVIRONMENTAL INFRASTRUCTURE TRUST  
CIVIL ENGINEER**

The NJEIT has an immediate need for a full time Civil Engineer. This position will work out of the Lawrenceville, New Jersey offices of the Trust. The successful candidate will possess a formal engineering degree (civil or construction) and a valid driver's license. This position includes salary and benefits.

**Job Description:**

- The Engineer shall be responsible for designing and developing technical business systems and processes for tracking the post-issuance compliance requirements of the NJ Environmental Infrastructure Financing Program ["NJEIFP"]. These systems will address and ensure that each borrower in the Program maintains legal, financial and regulatory compliance with the specific requirements of tax-exempt financings. The compliance process incorporates a review of financial documents including requisitions, draw schedules, draw requests, invoices, expenses and canceled checks as well as records documenting the allocation of bond-financing proceeds to expenditures.
- The Engineer shall be responsible for on-site inspections, review and compliance with design documents and coordinate with NJ Department of Environmental Protection's ["DEP"] Municipal Finance group to ensure project completion within specific Program spending exemption periods. Such on-site inspections will include detailed reporting and coordination with project engineers. The Trust will provide a transportation vehicle and gas account for travel to and from sites.
- The Engineer shall be responsible for developing and managing the system for tracking management and construction contracts, including the renovation or purchase of bond financed facilities (e.g. waste water or drinking water treatment plants). The Engineer will be responsible for compiling a schedule of all bond-financed facilities or equipment, including all property appraisals and adherence to insurance requirements, and depreciation schedules for all bond financed depreciable property.
- The Engineer shall be responsible for the measurement of any private use at any bond-financed facility, including square footage, time of use, time/space and expenses/revenue analysis as well as the calculations for the percentage of financed property used by entities other than a state or local government.
- The Engineer shall coordinate with DEP in the instances where the Trust finances multiple projects through a single loan agreement, loans must include separate DEP draw schedules for each project, and NJDEP requisitions must identify the draws for each project separately.
- The Engineer shall maintain the records of Trust certifications with each borrower, affirming compliance by such borrower with Federal income tax covenant obligations as contained in its Trust loan agreement, when 90% of the Trust loan proceeds have been drawn.
- The Engineer shall establish a procedure for reviewing requisitions and reallocating costs between the Fund loan and the corresponding Trust loan on a monthly basis.
- The Engineer shall establish a formal procedure for monitoring loan activity on a monthly basis, and contact borrowers whose projects appear at, or near, project completion, or whose costs do not appear permissible under the applicable Federal income tax limitations.
- The Engineer shall coordinate the creation and maintenance of a system that collects the bidding documents of each borrower for each contract in connection with each individual bond-financed project.
- The Engineer shall assist in the design and implementation of a system that collects and identifies the "placed in service dates" for each economic independent bond financed facility. This collection will

include information pertaining to loan data, net proceeds, excess proceeds, bad use of proceeds, allocation periods, and remedial actions taken.

**EDUCATION:**

A formal engineering degree (civil or construction) from an accredited University.

**KNOWLEDGE AND ABILITIES:**

Knowledge of procedures applied in engineering activities and related technical operations.

Knowledge of materials, tools, and equipment used in various engineering, construction, maintenance, and/or operational projects.

Knowledge of problems that arise when investigations, and inspections are made in the field, and of the precautions to be taken.

Knowledge of techniques and procedures used in gathering, analyzing, manipulating, and arranging data.

Ability to organize assigned field and office work, analyze and perform necessary operations, and develop effective work methods.

Ability to read and interpret plans, maps, and specifications.

Ability to utilize various types of electronic and/or manual recording and information systems used by the Trust.

**All interested applicants should send their resume to John Hansbury via email: [jhansbury@njeit.org](mailto:jhansbury@njeit.org)**

The NJEIT provides low-cost financing for the construction of environmental infrastructure projects that enhance and protect ground and surface water quality, ensure the safety of drinking water supplies, and facilitate responsible and sustainable economic development. Project funding is available to municipal and county governing bodies; local and regional water, sewer and utility authorities; county improvement authorities, certain state authorities and private water purveyors. Since 1987, the NJEIT, in partnership with the New Jersey Department of Environmental Protection, has issued more than \$5.6 billion in loans, funding more than 900 clean water, drinking water, land acquisition, brownfields remediation and landfill cleanup projects.