

DEPUTY MUNICIPAL DIRECTOR – WATER DEPARTMENT – The Village of Ridgewood, Bergen County, NJ, is seeking a full-time Deputy Director for Ridgewood Water. Under the Direction of the Director of Ridgewood Water, the successful candidate will: 1) supervise the development and execution of plans and procedures related to the construction, inspection, maintenance, and repair of water systems and equipment, in order to meet the standards prescribed by state and federal Environmental Protection Agencies; 2) prepare operational plans, budgets and cost estimates, and oversee expenditures in the approved budget; 3) evaluate the programs, policies, operations, work activities and methods of the water utility, identifying problems and needs, and implementing solutions. See below for the complete job specification. The candidate is expected to have a degree in Business Administration, Public Administration, Engineering, or a related field. Experience in the water utility industry and/or a related field is also required. The salary range is \$75,000 to \$140,000, commensurate with education and experience. To apply, send a resume, salary history and cover letter to: Richard Calbi Jr., Director of Operations, Ridgewood Water, 111 N. Maple Avenue, Ridgewood, NJ 07450, or email to: rcalbi@ridgewoodnj.net. The Village of Ridgewood is a Civil Service municipality and E/O/E. Deadline for applications is November 3, 2025.

Job Specification

DEPUTY MUNICIPAL DIRECTOR – WATER DEPARTMENT

DEFINITION:

Under direction, assists Department Director with planning, coordinating and directing operations and maintenance and/or construction activities of water source, water treatment and distribution system; does related work as required for the successful management/administration of the water utility.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

Coordinates the activities of various divisions.

May issue day-to-day instructions and work assignments to division supervisors and supervise their work.

Coordinates maintenance and repair activities among multiple work units and/or facilities to make effective use of resources and personnel, in order to meet the standards prescribed by state and federal Environmental Protection Agencies.

May supervise the development and execution of plans and procedures related to the construction, inspection, maintenance, and repair of water systems and equipment.

Inspects field activities of contractors to ensure that construction projects conform to plans and specifications.

May plan and manage the methods and sequence of operations to facilitate additions, deletions, and modifications to water systems.

Meets with other agency administrative personnel and experts in the field, to revise, prepare, and clarify policy issues concerning the operation of water utility.

Prepares operational plans, budgets and cost estimates for water utility; directs the implementation of approved operational plans and oversees expenditures in the approved budget.

Prepares and administers contracts for the securing of materials, tools, supplies and equipment, and supervises their storage, and distribution.

Evaluates new developments in materials, tools, and equipment and procures same.

Evaluates the feasibility of implementing recommendations from consulting and governmental agencies, concerning the operations of water utility, explores probable variations, problems, and expenditures, and reports on same.

Attends seminars and meets with representatives from governmental agencies, consulting firms, and others, to evaluate present operational procedures, identify problems and explore available alternatives and advances in Water Systems Operation; participates in the evaluation of the proper implementation of new procedures in accordance with existing regulations.

Prepares correspondence and technical reports containing findings, conclusions, and recommendations.

Prepares, reviews, analyzes, and interprets engineering drawings, specifications, standard operating procedure, and technical manuals; and/or critiques work products from engineers engaged in preparing designs and plans to construct, enlarge, install, and modify treatment plants, pumping stations, mains, and other appurtenances, and suggests modifications.

Directs and coordinates consultants in conducting studies to determine the most feasible approaches to meeting organizational and technical problems.

Evaluates the programs, policies, operations, work activities and methods of the water utility, identifies problems and needs, and implements solutions for improved efficiency/effectiveness and for utilizing available resources.

Interprets and implements regulations concerning the maintenance and operations of the water utility.

Directs the establishment and maintenance of necessary records and files.

May coordinate work among several separate locations.

Handles employee personnel problems.

Recruits, supervises, and oversees training of new staff.

Will be required to learn to utilize various types of electronic and/or manual recording and computerized information systems used by the water utility and related units.

REQUIREMENTS:

EDUCATION:

Graduation from an accredited college or university with a Bachelor's degree in Business Management, Public Administration, Project/Construction Management, or Environmental, Civil, Sanitary, Chemical or Mechanical Engineering.

EXPERIENCE:

Six (6) years of experience in the oversight of water system programs and operations or related municipal utilities or public works construction and/or maintenance programs, four (4) years of which shall have included responsibility for the preparation of budgets, management of supervisory staff, and oversight of organizational programs and activities.

NOTE: A Master's degree in Civil, Sanitary, Environmental, Chemical or Mechanical Engineering from an accredited college or university may be substituted for one year of the non-supervisory experience.

LICENSE:

Appointees are required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

KNOWLEDGE AND ABILITIES:

Knowledge of the procedures involved in the operation and maintenance of water systems.

Knowledge of the problems involved in the design, maintenance, and construction of water systems.

Knowledge of supervisory theory and techniques.

Knowledge of asset management principles for water systems and in-depth knowledge of water operations.

Ability to interpret and apply federal and state regulations concerning the operations of water facilities.

Ability to plan, coordinate and direct the operation and maintenance activities of water facilities.

Ability to handle the technical aspects concerning construction, maintenance, and repair of water facilities, and to direct same.

Ability to manage staff and work activities.

Ability to prepare plans, technical specifications, project estimates, budgets, and operations schedules for the facilities.

Ability to read, analyze, and interpret engineering construction plans and specifications.

Ability to organize assigned technical engineering work, conduct necessary research, and prepare clear, accurate, reports containing findings, conclusions, and recommendations.

Ability to work effectively with co-workers, other agencies and the public.

Ability to supervise the receipt and resolution of customer complaints.

Ability to evaluate the unit's operations and activities, identify problems and needs, and provide for solutions.

Ability to direct the establishment and maintenance of necessary records and files.

Ability to execute plans for the effective utilization of funds, personnel, equipment, materials, and supplies.

Ability to perform analysis and solve technical problems.

Ability to utilize various types of electronic and/or manual recording and information systems used by the water utility and related units.

Ability to read, write, speak publicly, understand and communicate in English sufficiently to perform the duties of the position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.