



COUNTY OF SOMERSET

ISSUE DATE: 06/15/2018

POSITIONS AVAILABLE LISTING

For Additional Information Contact

DIVISION OF HUMAN RESOURCES

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HUMAN RESOURCES DIVISION

DEPARTMENT	POSITION DESCRIPTION	GRADE	SALARY RANGE	DATE OF ORIGINAL LISTING
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MENTAL HEALTH CENTER

CARE Associate

0006161032B

\$42,200

5/11/2018

\$56,200

(37.5 hours)

E

CLOSING

DATE

6/29/2018

Position Summary: The overall function of this clinical position is to coordinate all facets of recovery planning. The CARE Associate provides person-centered case management, strength-based assessment, crisis management and coordinates all aspects of treatment for individuals served in the CARE Program and OPTONS program. As the coordinator of the individual's treatment the CARE Associate utilizes a trauma-informed, wellness and recovery holistic approach in supporting the individuals with their psychiatric and substance abuse symptoms and re-integration into the community.

Responsibilities: Incumbent will provide person-centered, strength-based case management for individuals with co-occurring disorders whom are active in Co-occurring and Relationship Empowerment (CARE) and OPTIONS programs. Incumbent will engage individuals served in respectful, compassionate, healthy, professional relationships attending to such matters as rapport, boundaries, listening. Incumbent must have awareness of clinical status of each individual so that the individual's goals and objectives are supported. Incumbent will track essential data through Case Management Information System or any other data collection resource for reporting to stakeholders. Incumbent will be responsible for data entry in the NJ-SAMS.

Requirements: Bachelor's Degree required from an accredited college, preferably in Human Services. Must have crisis stabilization skills. Must have a general knowledge of the Diagnostic and Statistical Manual of Mental Disorders and its use assessing and understanding co-occurring disorders in the target population. Must understand legal, ethical and liability issues involved in the delivery of professional services. Must have the ability to maintain well-written, clear and accurate records and the ability to independently and effectively manage time. Incumbent must have effective individual, family and group therapy skills. Must have the ability to present clinical issues to the treatment team for the purpose of updating program staff, formulating clinical interventions, or making treatment decisions as a team. Computer Literate. Valid NJ driver's license.

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

***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>ROADS/TRAFFIC SAFETY</u>	<u>Senior Traffic Signal Electrician</u>	<u>0004551580A</u>	\$37,100 \$49,500	4/13/2018
	<p>Position Summary: Position ensures public safety by the continual maintenance, rapid repair and inspection of the County traffic signal system. Position monitors this system for optimum performance through design updates and modifications; responds to emergency calls on a 24 hour basis.</p> <p>Responsibilities: Position reports for all emergency traffic signal and safety device calls as required (on call 24/7). Position responds to non-emergency calls for the repair and maintenance of traffic signals and safety devices; implements modifications to existing signals. Position schedules, assigns and reviews work; communicates section functions and needs to supervisors. Position acts as a liaison between the Traffic Safety Services Division, property owners, residents and community representatives with regard to areas of concern; investigates and responds to public/private complaints. Position attends various training seminars and training courses presented by professional instructors to keep abreast of the new safety and work practices established by OSHA. Position utilizes DPW Hansen Infrastructure Management System. Position performs skilled and unskilled labor to ensure the efficient operation of the division in accordance with departmental and divisional policies. Position drives trucks and hauls materials and/or equipment to and from projects in a safe and timely manner. Position performs work zone traffic control to ensure the flow of traffic is not disrupted. Position performs other related duties in the Department of Public Works as required.</p> <p><i>Requirements: High school diploma or equivalent; thorough knowledge of electrical work, electronics and construction techniques. Incumbent must have knowledge of construction and repair techniques, equipment and materials related to traffic control devices. Incumbent must possess a valid driver's license and commercial Class B driver's license. Five years of experience in electrical and electronics troubleshooting. Incumbent must be well-versed in specifications, regulations and standards of the NJ DOT National Electrical Code. Incumbent must have the ability to read blue prints and give verbal instruction is essential to the position. The incumbent must be able and willing to work outdoors; must be willing to operate a bucket truck to heights of 50 feet.</i></p> <p><i>Preferred: Sufficient combination of education and experience in electronic and electrical theory and practice to qualify as a journeyman electrician and electronics technician. Knowledge of Somerset County policies and procedures. Ability to utilize an electronic infrastructure management system.</i></p>		(40 hours) N	CLOSING DATE 6/29/2018

DEPARTMENT	POSITION DESCRIPTION	GRADE	SALARY RANGE	DATE OF ORIGINAL LISTING
HEALTH	<p><u>Sr Registered Environmental Health Spec. 0006991341C</u></p> <p>Position Summary: Incumbent functions under the direction of the Director of Public Health/Health Officer and/or Deputy Director. Incumbent is responsible for supervision of other Registered Environmental Health Specialists (REHS), overseeing current municipal public health service contracts within the service area of the Department. Incumbent performs inspection work involved in the enforcement of State and local environmental and health regulations including, but not limited to, State Sanitary Code for Retail Food Establishments, Recreational Bathing Facilities, State Housing Code, Department of Environmental Protection regulations, Onsite Sewage Disposal Systems, and lead-hazard risk assessments. Incumbent is responsible for planning, organizing, directing and performing public health epidemiological services including maintaining surveillances, conducting epidemiological case investigations and monitoring, collecting and analyzing data, and submitting reports to stakeholders. Incumbent is responsible for supervision of other communicable disease control and prevention staff including public health nurses.</p> <p>Responsibilities: Incumbent investigates nuisances and violation of the sanitary code; receives and reviews applications for licenses or permits pertaining to food handling establishments, hotels, tourist areas, trailer and summer camps, dairies and milk pasteurization and processing plants, private water supplies, swimming pools, beaches, and sewage disposal plants. Incumbent plans, conducts and supervises field and office work related to epidemiological investigations. Plans and administers epidemiological programs. Incumbent will supervise, train and develop employees in performing environmental and epidemiological investigations. Incumbent maintains surveillance of routinely collected data to detect clusters of cases that may indicate unusual occurrences or epidemic diseases or events. Incumbent may act as liaison with local Boards of Health in all areas of environmental health and epidemiology services. Prepares reports, maintains records and files of public health laws, and applies them to specific cases; may give testimony in court cases.</p> <p><i>Requirements: Master of Science in Public Health, Epidemiology, Biometry, or Statistics; or BS degree in Public Health or related field, with 32 credit hours of science and mathematics from an accredited college or university. Must possess a current and valid NJ Registered Environmental Health Specialist License issued by the NJ Department of Health. Five (5) years' experience as a Supervisor at a county/municipal government level. Three years of experience in public health field investigations and administration, one year of which is in areas that include epidemiological investigations in a broad range of public health concerns. Must be able to read, write, and speak English sufficiently to perform the duties of the position. Must possess a driver's license valid in New Jersey.</i></p>		<p>\$54,200 \$72,200</p> <p>(35 hours) E</p>	<p>5/25/2018</p> <p>CLOSING DATE 6/29/2018</p>

DEPARTMENT	POSITION DESCRIPTION	GRADE	SALARY RANGE	DATE OF ORIGINAL LISTING
<u>FACILITIES & SERVICES</u>	<u>HVAC Tech</u>	<u>0001651868A</u>	\$47,968	5/11/2018
	<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>		(40 hours) N	CLOSING DATE 6/29/2018

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
	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.		(40 hours) N	CLOSING DATE 6/29/2018
	<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>			

DEPARTMENT	POSITION DESCRIPTION	GRADE	SALARY RANGE	DATE OF ORIGINAL LISTING
<u>JAIL</u>	<p><u>Nurse (Registered)</u></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>	0005201051A	<p>\$63,062</p> <p>(40 hours) E</p> <p>Flex Evening shift available</p>	<p>12/1/2017</p> <p>CLOSING DATE 6/29/2018</p>
<u>MENTAL HEALTH</u>	<p><u>Psychiatrist I</u></p> <p>Position Summary: Incumbent provides trauma informed mental health assessment and treatment collaboratively with individuals though 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><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>**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>	0006161284B	<p>\$195,000</p> <p>(37.5 hours) E</p>	<p>10/13/2017</p> <p>CLOSING DATE 6/29/2018</p>

DEPARTMENT	POSITION DESCRIPTION	GRADE	SALARY RANGE	DATE OF ORIGINAL LISTING
HEALTH	Public Health Inspector	0006991182A	\$44,900 \$59,900	5/25/2018
	Responsibilities: Position will be responsible for ensuring compliance with the inspection, investigation and enforcement provisions of the NJ County Environmental Health Act (CEHA) as they pertain to the approved Somerset County CEHA Work Plan. This includes but is not limited to: performing regulated facility inspections, compliance investigations and enforcement hearings for the NJDEP's Solid Waste, Recycling, Air Pollution, Water Pollution, Safe Drinking Water, and Noise Control programs. At the direction of the Environmental Health Coordinator, and/or Sr. Registered Environmental Health Specialist, the incumbent may also conduct inspections and investigations of general environmental and/or public health nuisances and may supervise County personnel, as well as outside subcontractor agencies, in the performance of duties consistent with the CEHA Program and other related duties as required. In anticipation of expanded responsibilities, this position will require the ability of the incumbent to commit to and obtain a Registered Environmental Health Specialist (REHS) license issued by the NJ Department of Health within 12 months upon hire, to ensure compliance with N.J.A.C. Title 8. This position reports to the Environmental Health Coordinator.		(40 hours) N	CLOSING DATE 6/29/2018
	<i>Requirements: Bachelor's degree, preferably in environmental science, or other physical, chemical or biological sciences, or public health. Possession of a High School Diploma or equivalent and 10 years of similar work experience may be substituted for baccalaureate degree. Ability to analyze, develop, and interpret County policies, and to work harmoniously with all departments, associates, subordinates, and others having an interest in County government. Ability to take a leading role by providing needed advice and assistance. Ability to read, write and speak English sufficiently to perform the duties of the position. Must possess a driver's license valid in New Jersey.</i>			

DEPARTMENT	POSITION DESCRIPTION	GRADE	SALARY RANGE	DATE OF ORIGINAL LISTING
<u>TRANSPORTATION</u>	<p>Mini Bus Driver</p> <p>Responsibilities: Position responsible for performing duties assigned by the Para-Transit Manager to ensure that eligible county residents are picked up and transported to their destination in a safe, reliable and courteous manner. Position must be able to provide reasonable assistance to passengers to and from their destinations when requested by the passenger to do so; this includes but is not limited to pushing a wheelchair up and down ramps. Applicant must possess excellent reasoning skills, especially in emergency situations. Position must be able to work with individuals who might possess multiple disabilities. Position ensures that passengers requiring assistance at home or at a destination are met by staff or family members; if staff or family is not present notifies the office and waits for direction on what action to take in the individual situation. Position must provide assistance to passengers to access the vehicle and to exit the vehicle. Position checks messages for any additions or changes to their daily schedule. Position performs safety checks on the vehicles assigned daily, reports any malfunctions to the appropriate staff; enters appropriate information into electronic manifest. Position follows all safety instructions per the direction of the Para-Transit Manager, Community Transit Manager, Transportation Coordinator, Director or Dispatcher. Position follows the route described on the vehicle manifest and alerts dispatch when the route is being delayed due to roadway issues or there are significant delays in keeping to the assigned schedule. When required, delivers hot and cold meals to the homebound. Position performs additional duties as assigned by Para-Transit Manager, Community Transit Manager, Transportation Coordinator or Transportation Director.</p> <p><i>Requirements: CDL Class C or Class B w/passenger endorsement; requires retention of a valid Federal Motor Carrier/NJMVC approved Medical Examiner Certificate. Minimum one year prior experience as a professional driver transporting senior citizens or persons with disabilities and/or public transit driver or school bus driver is required. Acceptable driving record as per County standards: no more than 6 current points; no DUI convictions within past 10 years; no reckless driving convictions within past 3 years; the county will investigate the circumstances of any fatal accident or revocation of driving privileges on record. No record of positive drug and/or alcohol from former employers in the past 3 years. Driver must be able to manually operate mobility device loading and securement systems. Driver must be able to tolerate changes in temperature given that transportation service is provided year round during both extreme hot and cold weather conditions. Driver must have Knowledge of Somerset County roads, be able to read a map and follow directions to various local and regional destinations. Driver must be able to bend, stretch and manually tighten securement devices by hand to safely secure wheelchairs and other mobility devices in the tie down positions provided on the vehicles. Driver must be comfortable using an electronic tablet used to display daily vehicle manifests and GPS functionality to assist in client locations. This position has a Physical Strength Rating Assessment as per Dictionary of Titles as Medium work. The definition of Medium Work: (occasional lift up to 50 pounds, pull up to 64 pounds, and push up to 64 pounds). In order for a Mini Bus Driver to safely perform all required duties in an efficient manner, they must also be able to occasionally lift loads (maximum weight of 50 pounds) to 44 inches in height onto a shelving unit, occasionally place loads (below knee level) into storage area, and walk community distances to deliver meals. Acceptance for employment contingent upon passing federally mandated pre-employment drug screen.</i></p> <p><i>Three Open Positions</i></p>		<p>0006831039A</p> <p>\$46,358</p> <p>(40 hours) N</p> <p>Must be available between the hours of 5:45 am & 5:45 pm</p>	<p>6/15/2018</p> <p>CLOSING DATE 6/29/2018</p>

DEPARTMENT	POSITION DESCRIPTION	GRADE	SALARY RANGE	DATE OF ORIGINAL LISTING
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<u>JAIL</u>	<p><u>Licensed Practical Nurse - PT</u> <u>0005207777Z</u></p> <p>POSITION SUMMARY :Incumbent will work within a scope of practice and standards set forth by the State of New Jersey and will (along with the Registered Nurse) assist in achieving a quality of care, which promotes optimal health. Contributes to the nursing assessment by collecting ongoing systematic data collection, contributes by assisting in the health assessment, reporting and recording findings/observations, goal identification, health education, medication administration, reporting of deviation from normal health status, recording observations, The practice of nursing as a licensed practical nurse is defined as performing tasks and responsibilities within the framework of case finding; reinforcing the patient and family teaching program through health teaching, health counseling and provision of supportive and restorative care, under the direction of a registered nurse or licensed or otherwise legally authorized physician or dentist.</p> <p>Responsibilities: Administers medications as ordered in a timely fashion in accordance with nursing standards. Maintains and documents on the MAR and/or charts appropriately. Maintains adequate supplies of stock and prescription medication. Orders medications and supplies, as needed, to ensure a suitable supply is on hand. Routinely checks all meds/supplies for expiration dates and replaces/reorders as needed. Maintains a neat and orderly medical cart, Completion of a Controlled substance count q shift with oncoming and off-going staff and performs all other required counts. Answer Health Service Request slips, as presented, when on med rounds. Assists the physician during sick call and transcribes orders. Assists in minor medical/surgical procedures. Keeps health team informed of observations and changing conditions of inmates. Initiates emergency care when indicated. Safely practices, demonstrates and adheres to infection control procedures. Assist with/or be assigned other duties as needed in the Unit.</p> <p><i>Requirements: Graduate from an accredited school of Practical Nursing Program. Currently licensed to practice by the State of New Jersey as a Licensed Practical Nurse. Satisfactory background investigation report. Current CPR/AED certification, a copy of which shall be maintained on file in the facility at all times and blood borne pathogen training. Ability to communicate effectively with all socioeconomic and cultural backgrounds. Ability to perform the functions and tasks as required by the position. Offer of employment is contingent on successfully passing an extensive background check.</i></p> <p><i>Creating Applicant Pool</i></p>	AA		2/16/2018
			\$25.25 Hr.Mon. – Fri. 7 am to 3 pm - plus shift differential: vvenings, midnights, weekends	

<u>JAIL</u>	<p><u>Registered Nurse - PT</u> <u>0005207777Y</u></p> <p>Responsibilities: Position is responsible for providing direct and indirect nursing care to the incarcerated population. Performs initial and ongoing assessments; initiates access to and provides on going medical, dental, and mental health services utilizing standards of care. Position performs a variety of comprehensive nursing functions: initial and follow-up assessments, medication administration, chronic care clinics, treatments, referrals, 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 RN license, CPR and AED certification required. Current adult med/surg and clinical experience. Proficient in safe medication administration. Knowledge and experience in psych, 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.</i></p>	AA		4/27/2018
			Base: \$42.50 Hr. ~ Mon. – Fri. 7 am to 3 pm - plus shift differential: Evenings, midnights, weekends	

DEPARTMENT	POSITION DESCRIPTION	GRADE	SALARY RANGE	DATE OF ORIGINAL LISTING
<u>VEHICLE MAINTENANCE</u>	<p><u>Mechanic - PT</u> <u>000457777Y</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	\$14.50 an hour; no benefits; Monday to Friday; 29 hours per week	3/29/2018
<u>FACILITIES & SERVICES</u>	<p><u>Facilities Attendant - PT</u> <u>000165777Y</u></p> <p>Responsibilities: Position greets visitors to County facilities; answers inquiries and provides directions to County offices. Position attends parking areas and enforces parking policies and procedures; walks building perimeters. Position controls traffic when needed; provides visitor guidance as needed. Position monitors facility activities and conditions and prepares master checklist. Position will report unusual situations and facility systems problems to supervisor; compiles master checklists and maintains file of same.</p> <p><i>Requirements: High School or equivalent. Good communication skills. Valid Driver's License. An understanding of Somerset County offices and the services provided preferred. Physical Strength Rating Assessment as per DOT as Light Work; definition of Light Work - Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly (Constantly: activity or condition exists 2/3 or more of the time) to move objects. Monday to Thursday - 4:00 pm – 8:00 pm & Friday 4:00 pm - 6:00 pm.</i></p>	AA	\$11.22 an hour; approximately 20 hours per week ~ No Benefits	5/11/2018

DEPARTMENT	POSITION DESCRIPTION	GRADE	SALARY RANGE	DATE OF ORIGINAL LISTING
<u>MENTAL HEALTH CENTER</u>	<p><u>Student Intern - Summer Temporary</u> <u>000616777Y</u></p> <p>Position Summary: Intern will work solely with the Children's Hope Afterschool Program Health and Wellness Camp while providing 18 hours of direct supervision per week to ten youth participating in the summer camp. The camp is for children ages 9-13 who have experienced abuse, neglect and or trauma in their lives. The objective is to create a camp that gives children the tools to assist them in all areas of their lives, provide an experience to give children the tools to assist them in all areas of their lives including but not limited to managing frustration, working as part of a team, negotiation skills, effective communication, self-awareness and conflict resolution. Campers will be with services through a lens that is trauma informed, culturally competent and wellness and recovery focused.</p> <p>Responsibilities: Intern will provide on-going in person supervision to 10 youth that are engaged in the CHAP Health and Wellness Camp (on-site and off-site); participate in day to day activities with campers which will encompass activity management, attendance management, meal preparation, collaboration with outside providers and vendors. Have on going and clear communication with RHCMHC staff and outpatient program director.</p> <p><i>Requirements: Candidate must be enrolled in an accredited Bachelors/Masters/Doctoral program in Counseling/Social Work/Psychology or Allied field. Candidate should have relevant clinical experience with clinical populations served by the OPD, e.g. child/family with significant mental health concerns, which may include mood, anxiety, and thought disorders stemming from a range of bio-psycho-social circumstances. Candidate must have age specific knowledge and skills: Must be able to demonstrate knowledge and, depending on area of practice, skills necessary to provide care to individuals age 9-13. Must demonstrate knowledge of key principles of trauma informed, wellness and recovery, person-centered care, growth and development of the life span, possess the ability to assess data reflective of the individual and be able to interpret the appropriate information needed to identify and support each individual's strengths relative to his/her goals in accordance with the Center's policies and procedures.</i></p> <p><i>Well-developed verbal and written communication skills.</i></p> <p><i>Acceptance of employment contingent upon passing a criminal background check & pre-employment physical/drug screen.</i></p> <p><i>*Candidates with lived experience in mental health and/or substance use disorders and in recovery are encouraged to apply.</i></p>	AA	\$15.00 Hr.-21 hours per wk - No Benefits - Temporary	6/15/2018

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