

**ENVIRONMENTAL ASSISTANT
ENGINEERING DEPARTMENT**

The New Jersey Turnpike Authority is currently accepting resumes for the above position.

Minimum Qualifications:

- A High School Diploma or GED
- Minimum of three to five years related experience in the operation and maintenance of underground storage tank systems (USTs)
- Recommended, although not required, working knowledge of asbestos management, asbestos identification, sampling and abatement. Asbestos inspector's license a plus
- Possesses good written and verbal communication skills
- Basic knowledge of personal computer and various desktop applications including MS Word and Excel
- Possess a valid driver's license

Responsibilities:

- Perform monthly UST facility inspections at all Authority Maintenance Districts, State Police and applicable Toll facilities
- Compile and review weekly UST inspection sheets as submitted by each facility
- Maintain all applicable UST permits, insurance, etc. at each location
- Attend NJDEP inspections related to UST infrastructure
- Assist in the development and management of project budgets
- Maintain Asbestos Management Plans
- Undertake asbestos re-inspections as necessary
- Oversee consultants and/or contractors performing work for the Authority including annual UST testing, asbestos abatement, UST repairs, etc.
- Prepare reports and maintain records as required, and ensure all records are organized and processed efficiently
- Remain up to date with regulatory training and knowledge of applicable environmental regulations
- This position will have field and non-field related responsibilities. Position requires a minimum of 50 percent field work.

Excellent salary and benefit package. Send resume, with salary requirements to address below, or fax to (732) 750-5366.

Human Resources Department
New Jersey Turnpike Authority
Attn: Geraldine Garza
PO Box 5042
Woodbridge, NJ 07095
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