

# **TOWN OF EAST LYME ENGINEERING DEPARTMENT**

## ***Job Description: Town Engineer***

**Nature of Work:** The Town Engineer plans, organizes, and performs professional engineering work in the inspection, design, construction and improvement of public works projects and facilities; provides engineering consultation to Town Departments, Boards and Commissions and oversees maintenance of Town maps and engineering plans.

**Supervision Received:** The Town Engineer reports to the Director of Public Works

**Supervision Exercised:** The Town Engineer supervises employees in the Engineering Department

**Hours of work:** Salaried position. Flexible work schedule may be required. Work hours are dependent on workload and technical problems. Typical hours are 8am to 4pm Monday thru Friday. Attending night meetings may be required outside normal business hours.

### **Essential Job Functions:**

- Plans work according to project schedules and standard procedures.
- Determines priorities in work assignments as needed. Assigns work to Civil Engineers and technical staff.
- Oversees and performs engineering, surveying, and inspection work in designing, reviewing and inspecting the construction of structures and facilities such as roads, bridges, dams, recreational facilities, and drainage systems.
- Prepares specifications and cost estimates for proposed public works projects.
- Acts as Resident Engineer on construction projects.
- Supervises and makes regular review and inspections of public works projects in progress.
- Approves change orders as necessary. Recommends partial payments to private contractors upon completion of specified tasks.
- Confers with builders, developers, and the public on Town engineering and public works matters.
- Participates in the technical review of subdivision, commercial and industrial development plans.
- Provides technical consultation to Town Boards and Commissions concerned with building and development matters.
- Oversees the maintenance and updating of road boundary, drainage, utilities, and assessor maps, drawings, specifications, and related records.
- Recommends annual budget for department. Administers approved department budget.
- Makes comprehensive engineering studies for Federal and State review.

- Prepares statistical and narrative reports of some complexity for the Director of Public works.
- Reports projects accomplished to Director of Public Works.
- Oversees and implements the Department's Pavement Management Plan
- Prepares and implements all CT DEEP permitting including the Town's Municipal Separate Storm Sewer System (MS4) permit along with all other CT DEEP Industrial Permits
- Coordinates project work with other towns, state and federal agencies as necessary.
- Performs related duties and responsibilities as assigned.
- Makes presentations to the Board of Selectman and other Boards as needed.
- Directs the maintenance of maps and records.
- Addresses public and private groups on public works improvements.

**\*\*\*\*\* The duties listed above are intended only to be illustrative of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position\*\*\*\*\***

## **Qualifications Profile**

### *Knowledge, Skills and Ability*

- Thorough knowledge of civil engineering principles and practices.
- Extensive knowledge of the equipment, materials, methods, and techniques used in public works projects.
- Extensive knowledge of the hazards and safety precautions associated with public works projects.
- Knowledge of effective supervisory practices
- Ability to plan, organize and direct projects in a varied civil engineering program.
- Knowledge of laws and regulations governing municipal development and construction
- Ability to read and write English and to comprehend procedures, policies, documents and directives that are necessary to the safe performance of the job.
- Ability to carry out assigned projects to their completion.
- Ability to meet the demands of a flexible work schedule.
- Ability to apply principles of civil engineering to solve practical problems.
- Ability to apply principles of logical thinking to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to work outside normal business hours as necessitated by the position, i.e. weather or disasters requiring the services of the East Lyme Engineering Department.
- Strong ability to establish and maintain effective and courteous working relationships with the general public, supervisors, sub-ordinates, co-workers and with people from other departments and agencies.

### ***Education, Experience and Training***

- A four-year Bachelor of Science degree in civil engineering required
- Minimum of five years of increasing responsible experience in civil engineering required, with municipal experience preferred.
- Some experience with water and sewer system engineering desirable.
- Supervisory experience preferred.
- Public Works Management and/or Leadership training preferred
- Criminal background and driving record checks required prior to employment.
- Means of transportation

### **License or Certificate**

- Connecticut Professional Engineer License is required (or the ability to obtain one within 18 months of hire if otherwise qualified)
- State Certification as a Land Surveyor desirable.
- Connecticut Motor Vehicles Operator's license required

### **Physical Demands**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee mostly works indoors, but work outdoors will be required when performing surveying, site visits, or inspection.
- Employee is frequently required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- Specific vision abilities required by the job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.
- Sufficient stamina and good health to perform strenuous physical labor.
- While performing the duties of this job, the employee is occasionally required to lift and/or move up to 25 pounds and may occasionally be required to lift and/or move up to 50 pounds.
- Employee occasionally works in poor weather conditions, including heat, cold, rain and snow.
- The employee occasionally works near moving mechanical parts or in precarious locations.
- Employee must be free from mental or physical disorders which would interfere with performance of duties as described and must have the ability to maintain his/her composure with the public and co-workers in everyday, stressful, and emergency situations.