



TOWN OF EAST LYME

Engineering Department

Civil Engineer

The Town of East Lyme is seeking a Civil Engineer to join its Engineering Department.

SUMMARY: Performs responsible, professional, technical and administrative work for the Engineering Department. The Civil Engineer provides technical assistance and consultation to town departments, boards, and commissions and inspects construction projects. The Civil Engineer also selects and applies standard civil engineering techniques, procedures, and criteria to a variety of public works planning, construction, design and land surveying projects.

SUPERVISION RECEIVED: The Civil Engineer receives direction from the Town Engineer.

SUPERVISION EXERCISED: A Civil Engineer has no supervisory responsibility within the Department. A Civil Engineer may be required to assume some responsibilities for the department in the absence of a Town Engineer, as directed by the Town Engineer or the Public Works Director.

CLASSIFICATION & HOURS OF WORK: This is a non-union “unaffiliated” exempt salaried position. The Civil Engineer typically works 37.5 hours/week (Monday through Thursday 8am-5pm & Friday 8am-11:30am) The Civil Engineer is eligible for compensatory time outside of the work hours as identified above based on the Description of Benefits for Unaffiliated Town Employees.

ESSENTIAL JOB FUNCTIONS

- Prepares plans, specifications, and designs for public works projects, including highway, street and sidewalk constructions, drainage improvements, recreational fields, and facilities improvements.
- Prepares costs and materials estimates for construction projects. Reviews public works construction bids for conformity to specifications. Oversees approved projects.
- Performs technical review and prepares commentary on permits.
- Provides technical information and general assistance to town departments, boards, and commissions under direction from the Town Engineer.
- Prepares and presents public reports.

- Estimates quantities and costs of materials, equipment and/or labor to determine project feasibility.
- Estimates bonding costs for public improvements.
- Investigates drainage problems and complaints and prepares design changes as needed.
- Prepares, analyzes and reports in specialized engineering areas such as hydraulics, drainage, and related municipal engineering systems.
- Prepares technical reports for the Town Engineer, including supporting graphical and tabular data and charts as required. Uses Computer Aided Design (CAD) and engineering software, and related non-technical software, in all phases of work.
- Maintains digital CAD files.
- Presents to Town Boards and Commissions and answer questions from board/commission members and the public at public meetings under the supervision of the Town Engineer.
- Regular attendance is a requirement of this position.
- Responds to off-duty emergency calls as needed.

*******The duties listed above are intended only as 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

- Some knowledge of the practical application of engineering science and technology.
- Some knowledge of design techniques, tools, and principles involved in the production of precision technical plans, blueprints, drawings, and models.
- Some knowledge of the practices and techniques of construction work.
- Some knowledge of the materials, methods, and the tools and equipment used in the construction or repair of buildings or other structures such as highways and roads.
- Some knowledge of occupational hazards and safety precautions associated with public works projects.
- Knowledge of computers. GIS and AutoCAD experience preferred.
- Requires independent judgment, initiative, maturity, observation and communication skills, and accuracy.
- Ability to analyze reports, maps, drawings, blueprints, aerial photography, and other topographical or geologic data to plan projects.
- Some ability to plan, organize, direct and coordinate work of outside contractors
- 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 communicate engineering concepts and department roles and responsibilities to the general public
- 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

- Bachelor of Science in Civil Engineering.
- At least 1 year of work experience in a civil engineering field is preferred.

License or Certificate

- Must have passed their NCEES Fundamental of Engineering Exam, have their Engineer in Training (EIT) certification (or equivalent outside of Connecticut), or achieve the EIT certification in Connecticut within one year of hire.
- Motor Vehicles Operator's license required.

PHYSICAL AND MENTAL REQUIREMENTS/WORK ENVIRONMENT:

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 must hold a driver's license and be able to operate a motor vehicle. The employee is frequently required to sit, stand and walk for prolonged periods of time. Physical stamina and endurance is required. The employee must have the ability to use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl and smell. The employee may lift and/or move up to 25 pounds, and, at times, may be required to lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

While performing the duties of this job, the employee works in outside weather conditions as well as in the office. The employee occasionally works near moving mechanical parts and in precarious places; is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

The employee must be able to work harmoniously, cooperatively, and courteously with others at all times, and have mental capacity to handle stressful situations. The employee must be able to interact with people who are under physical and/or emotional stress as well as the ability to maintain a calm manner in stressful and emergency situations.

The employee must have the ability to communicate effectively in oral expression as well as hear. The noise level in the work environment is usually quiet while in the office, and quiet to

moderately noisy in the field. The employee must have the ability to give oral and written instructions in a precise, understandable manner, as well as the ability to follow oral and written instructions. The employee must have the ability to make decisions and act quickly.

An ability to write concisely to express thoughts clearly, and to develop ideas in logical order is required. Information provided orally must be accurately recorded. The employee must have the ability to work accurately with names, numbers, colors, codes and/or symbols. Accurate records must be maintained, and general reports must be prepared with the ability to exercise discretion in handling confidential information.

PAY AND BENEFITS:

- Annual Salary Range- \$70,000-\$90,000 based on experience and qualifications
- Benefits per the Description of Benefits for Unaffiliated Town Employees. Additional benefit information is available on the [Town of East Lyme Human Resources Page](#).

*******This job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as requirements of the job change. The order in which Essential Functions and Qualifications Profile are meant only for reference and do not necessarily represent any order of magnitude.*******

To apply, visit [Human Resources - Town of East Lyme \(eltownhall.com\)](#),
or submit an [Application](#) along with resume and cover letter to
hrmanager@eltownhall.com.

As an equal opportunity employer, the Town of East Lyme does not discriminate on the basis of race, color, religious creed, age, marital status, national origin, ancestry, sex, sexual orientation, genetic information, gender identity or expression, disability (including pregnancy), status as a Veteran, or any classification protected by state or federal law.