



## TOWN OF EAST LYME

Engineering Department

# Town Engineer

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

**SUMMARY:** Performs responsible, professional, technical and administrative work for the Engineering Department. The Town Engineer is responsible for project development and implementation, providing direct support for various Town Boards and Departments, and assisting the Director of Public Works and the Deputy Public Works Director as needed as well as for the administration and management of highway infrastructure within the Town Right-of-Way (ROW).

**SUPERVISION RECEIVED:** The Town Engineer receives direction from the Director of Public Works and/or his/her designee.

**SUPERVISION EXERCISED:** The Town Engineer is the head of the Engineering Department for the Town of East Lyme and is therefore the direct supervisor for all staff within the Engineering Department.

**CLASSIFICATION & HOURS OF WORK:** This is a non-union “unaffiliated” exempt salaried position. The Town Engineer typically works 37.5 hours/week (Monday through Thursday 8am-5pm & Friday 8am-11:30am) The Town 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 engineering reviews for the Land Use Commissions.
- Facilitates all Municipal Stormwater Permitting.
- Ensures Connecticut Department of Energy and Environmental Protection (“DEEP”) compliance for Town facilities.
- Responsible for permitting activities within the municipal public ROW.
- Acts as a liaison between the State Department of Transportation and the Town.
- Provides engineering support for various Town Boards and Departments.
- Assists the Deputy Public Works Director with project development and implementation.

- Inspects project sites to monitor progress and ensure conformance to design specifications and safety standards.
- Directs and/or participates in surveying to lay out installations and establish reference points, grades, and elevations to guide construction.
- Directs, reviews and approves project design and changes.
- Provides documentation, detailed instructions, drawings or specifications to explain to others about how structures are to be fabricated, constructed, assembled, modified, maintained or used.
- Provides technical advice regarding design, construction or project modifications to other Town departments. Confers with other Town department officials to discuss project specifications and procedures.
- Performs administrative functions such as reviewing and writing reports.
- Prepares plans, specifications and budgets for Public Works projects.
- Presents to Town Boards and Commissions and answer questions from board/commission members and the public at public meetings.
- Responds to off-duty emergency calls as needed.
- Regular attendance is a requirement of this position.

**\*\*\*\*\*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

- Thorough knowledge of the practical application of engineering science and technology.
- Thorough knowledge of design techniques, tools, and principles involved in the production of precision technical plans, blueprints, drawings, and models.
- Knowledge of the practices and techniques of construction work.
- 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.
- Knowledge of occupational hazards and safety precautions associated with public works projects.
- Thorough 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.
- Ability to plan, organize, direct and coordinate work of subordinates and 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.
- Must be able to communicate engineering concepts and departmental 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 with at least 4 years of work experience in a civil engineering field
- A minimum of one year of civil engineering experience in municipal public works or other public agency is preferred but not required.
- Supervisory experience preferred but not required.

#### License or Certificate

- Connecticut Professional Engineering License, or ability to obtain reciprocity within one year from the date of hire required.
- 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 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- \$95,000-\$115,000 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 \(eltownhall.com\)](http://eltownhall.com),  
or submit an [Application](#) along with resume and cover letter to  
[hrmanager@eltownhall.com](mailto: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.*