



## **JOB DESCRIPTION- TOWN ENGINEER**

**DEFINITION:** Plans and directs professional civil engineering activities associated with the investigation, design, maintenance, construction or accomplishment of public works projects; completes related work as required. Works under the general supervision of the Director of Public Works.

### **DISTINGUISHING FACTORS:**

**SKILL:** Requires skill in analyzing and interpreting data, conditions, policy and procedures and in using specialized equipment in order to complete studies, develop engineered construction plans and specifications and arrive at logical conclusions or recommendations. Proficiency using word processing, spreadsheet, computer-aided-design and engineering software. Proficiency using engineering survey instruments.

**KNOWLEDGE:** Requires logical or scientific understanding to analyze problems of a specialized and professional engineering nature in the fields of water supply, wastewater collection and treatment, street and highway design and construction, Stormwater II and GIS.

**IMPACT:** Requires responsibility for achieving short and long-term municipal objectives by assessing municipal service needs and making preliminary recommendations for the development of alternative short-term program policies or procedures. Errors at this level result in incomplete assessments or misleading recommendations causing a disruption of municipal programs or policies.

**SUPERVISION:** Requires occasional direct supervision of employees doing work which differs from the supervisor. Supervises the Assistant Town Engineer.

**WORKING CONDITIONS:** Requires performing regular job functions primarily in a controlled office-type environment with occasional exposure to disagreeable job and weather elements and risk of hazard to physical or mental health while working on municipal construction sites and around heavy equipment.

**PHYSICAL DEMANDS:** Requires light work, including continuous walking or operating engineering instruments or simple equipment for extended periods of time. Occasional strenuous activities such as reaching, bending or lifting as well as performing work activities that require fine manual dexterity and coordination in operating engineering instruments and equipment. The work is primarily of an intellectual nature but requires the lifting of equipment and materials weighing up to 50 pounds. Must be able to hear normal sounds, distinguish sound as voice patterns and communicate through human speech. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**COMMUNICATION:** Requires summarizing data, preparing concise technical reports and plans, making recommendations based on findings which contribute to solving problems and achieving work objectives. Also requires gathering and clearly and effectively presenting engineering information and recommendations to employees, management, Town Officials, other government agencies and the public.

**COMPLEXITY:** Requires coordinating a combination of multiple diverse job functions at the same time in order to integrate professional and technical municipal goals. Also requires considerable judgment to implement a sequence of operations or actions.

**INDEPENDENT ACTION:** Requires objective assessment in analyzing and developing new work methods and procedure subject to periodic review and in making decisions according to established technical, professional engineering or administrative standards. Works under the general supervision of the Director of Public Works.

## **CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

Except as specifically noted, the following functions are considered essential to this position.

- ◆ Designs and develops construction plans, specifications and bid documents for projects including but not limited to streets and sidewalks, water and wastewater lines and storm drainage.
- ◆ Conducts field inspections of and monitors budget for Public Works, utility and subdivision projects to ensure compliance with approved engineering plans and Town specifications.
- ◆ Researches and proposes capital improvement projects and regulatory compliance programs. Maintains a working knowledge of the Town's regulatory compliance and enforcement obligations.
- ◆ Provides and presents civil engineering advice and assistance to the Director of Public Works, and other municipal officials, and confers with Federal, State and Town officials to propose solutions and resolve engineering conflicts.
- ◆ Attends and participates in occasional Town Council meetings, construction meetings and other Board and Committee meetings as needed.
- ◆ Represents Town government in dealing with other governmental jurisdictions, private firms, and the general public on engineering matters, as may be directed.
- ◆ Reviews and comments on proposed subdivision/development and infrastructure plans, specifications and construction estimates as they relate to compliance with Town regulations and specifications.
- ◆ Conducts field instrument surveys and prepares maps and plans utilizing CAD and GIS systems.
- ◆ Answers inquiries from and provides information to the public as related to engineering items.

## **MINIMUM QUALIFICATIONS:**

**EDUCATION:** Bachelor's degree with major course work in civil engineering from a recognized college or university.

**EXPERIENCE:** Minimum five years of progressively responsible experience in the field of civil engineering including design, construction inspection, and supervision. Some municipal experience preferred. Additional years of related work experience may not be substituted for the formal education required.

**LICENSE/CERTIFICATION:** Possession of a Professional Engineer's license in the State of New Hampshire. Possession of a valid New Hampshire Motor Vehicle Operator's license and have no offenses which would prohibit or restrict insurability by any insurance carrier providing coverage to the Town.

**SPECIAL QUALIFICATIONS:** Thorough knowledge of modern methods and techniques of civil engineering, including surveying instruments, computers, drafting instruments and calculators as applied to the design, construction and maintenance of projects for Public Works facilities and infrastructure. Knowledge of administrative management. Ability to prepare and maintain engineering records, to prepare concise technical reports, establish and maintain effective working relationship with Public Works employees, other Town departments and personnel, Town Officials, officials of government agencies, contractors and the public. This position is subject to stand-by duty and callback during emergency non-regular working hours, weekends and holidays.

**DISCLAIMER STATEMENT:** This class specification is descriptive of general duties and is not intended to list every specific function of this class title.