



Public Works Project Engineer

JOB DESCRIPTION

DEFINITION: Performs professional civil engineering activities associated with the investigation, design, maintenance, and construction of public works projects. This position is under the general supervision of the Town Engineer.

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. Must be proficient in Microsoft Office computer software applications, computer aided drafting and geographic information system software. Must also have competency in using engineering/survey instrumentation and developing topographic site plans.

KNOWLEDGE: Requires mathematical and scientific/engineering 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, solid waste, stormwater management, and geographic information systems.

IMPACT: Assist Town Engineer in 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, services or policies.

SUPERVISION: When applicable, in place of the Town Engineer, may require occasional supervision of employees.

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 effectively presenting engineering information and recommendations to employees, management, Town Officials, other government agencies and the public.

COMPLEXITY: Requires coordinating a combination of diverse job functions 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 Town Engineer or 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 distribution and treatment, wastewater collection and treatment, solid waste management, stormwater management, bridges and dams.
- ◆ Conducts field inspections of 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, Town Engineer and other municipal officials, and confers with State and Town officials to propose solutions and resolve engineering conflicts.
- ◆ Participates in occasional Department Head Staff meetings, Town Council, construction meetings and other Board and Committee meetings as needed.

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- ◆ Represents Town government in dealing with other governmental jurisdictions, private firms, and the general public on engineering matters, as may be directed.
- ◆ Oversee, as assigned, crews in repairing water main breaks, sewer backups, drainage problems, water main shut downs, etc.
- ◆ Assists in the development and management of budgets associated with operations and capital improvement of the Engineering, Water and Sewer Divisions.
- ◆ 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.
- ◆ On occasion, and as may be directed, supervises operations of the Engineering Division of the Public Works Department in the absence of the Town Engineer.
- ◆ Perform other similar duties as responsibilities necessitate and/or as assigned or requested by supervisor

MINIMUM QUALIFICATIONS:

EDUCATION: Bachelor's degree with major course work in civil engineering from a recognized college or university. Each additional year of approved formal education may be substituted for one year of required work experience.

EXPERIENCE: Minimum of three years of responsible experience in the field of civil engineering including design and inspection, some municipal experience preferred. Additional years of related work experience may not be substituted for the formal education required.

LICENSE/CERTIFICATION: Possession of an Engineer-in-Training Certificate from the State of New Hampshire or ability to obtain within six-months of hire. 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.

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SPECIAL QUALIFICATIONS: Thorough knowledge of modern methods and techniques of civil engineering, including surveying instruments, computers, GIS and CAD instruments and calculators as applied to the design, construction and maintenance of projects for Public Works facilities and infrastructure. 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 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.