

Duties:

Under the direction of the Director of Public Works, plan, organize, and direct engineering field and office activities; plan, procure, implement and monitor all major capital improvement projects, and develop, recommend, and implement Engineering Division policies, systems, and procedures.

Responsible for surveys and studies associated with the planning, design, location, construction, maintenance, and repair of highways, sidewalks, bridges, water, sewer, and drainage systems, waterways, and other physical facilities. Coordinate inspectional services activities on a Department-wide basis.

Provide overall direction to Engineering Division; plan, organize, and direct activities directly and through subordinate staff to include negotiations with outside organizations and contractors in accordance with state purchasing regulations; determine project priorities; conduct cost and other studies; prepare specifications, RFP's and contract documents; and present estimates and recommended courses of action.

Staff, schedule, and provide overall supervision and training of division personnel; interview, select, and evaluate performance within authority and recommend changes in status and compensation; resolve grievances as authorized; and refer unresolved issues to Director.

Prepare and present capital and operating budgets; review and analyze performance against budget and develop appropriate control measures; oversee the specifications and procurement of division supplies, materials, and equipment; assist in the selection of outside consultants for special engineering projects and in related responsibilities as required; and oversee the work of outside contractors.

Provide technical assistance and advice to other Town departments and boards; attend public hearings to respond to inquiries, requests, and complaints related to proposed or on-going projects; review subdivision plans; calculate construction costs; and inspect work and ensure compliance with applicable requirements, reporting to the Planning Board and Director as necessary.

Prepare and maintain a variety of records and reports relative to assessors' plans, record drawings, easements, street acceptances, payroll documents, and others. Consult with applicants, contractors, developers, engineers, local, state, and federal officials, and others in support of division operations and activities; and confer with public to provide information and assistance.

Maintain current knowledge of profession through peer association, review of publications, and attendance at meetings and seminars. Establish computer capability within Engineering Division for office and business applications (such as word-processing, spreadsheets, project management, budget management, data bases) and GIS system.

Serves on relevant committees and boards as assigned. Represent the Director and the Department at board and committee meetings and with State and Federal agencies. May act in the absence of the Director in his or her absence. Perform special projects and other responsibilities as assigned.

The essential functions or duties listed are intended as illustrations of various types of work that is 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. The position functions as a part of the overall municipal team to ensure effective and efficient municipal operations.

Basic Knowledge:

Duties require knowledge equivalent to a bachelor's degree in civil engineering; must be a registered professional engineer.

Experience:

Work requires seven to ten years of progressively responsible experience in design and supervision of municipal water, sewer, drainage, highway, and environmental projects. A valid motor vehicle license is required for this position.

Independent Action:

Incumbent participates in establishing short range plans and objectives within scope of Town policies and goals; consults with Director on policy adoption or change issues, and recommends facilities improvement plans and projects.

Supervisory Responsibility:

Accountable for an engineering staff of 9 employees, and inspects work of consultants and contractors.

Physical and Environmental Standards:

- Frequent periods supervising or inspecting in non-office environments, including roadways, off-street easements, garages, water supply stations, sewer facilities, landfills, parks and recreational areas.
- Regular periods spent outside subject to weather conditions while inspecting or directing work.
- Frequent walking, standing, climbing; occasional requirement for sustained uncomfortable physical positions.
- Some exposure to high noise and vibration levels from heavy equipment.
- May spend sustained periods at terminal or on telephone.
- Some travel within the Town to plan, oversee, or provide departmental services.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirement of the job change.