



Job Title	Engineering Technician
Department	Public Works
Employment Status	Full-Time
Exempt/Nonexempt Status	Non-exempt

Scope of Work

This position performs a variety of professional engineering responsibilities in support of Department operations and activities.

Supervision

Received	Town Engineer and Assistant Town Engineer
Exercised	None

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function to satisfaction.

- Designs a variety of Public Works projects using manual and computerized techniques, including sewer and drain installations, streets, parking lots and other projects.
- Calculates and levies assessments for sewer and street projects and records as required at the Registry of Deeds or Land Court.
- Reviews and comments on subdivision proposals to ensure compliance with applicable Town, State and federal by-laws, rules and regulations.
- Participates in site plan and new zoning regulations review process.
- Reviews street permit applications; identifies potential conflicts and insures the contractor's adherence to the Town's street permit program procedures and specifications.
- Calculates bond and surety amounts for subdivision release of lots, permitted construction activities and street permits.
- Researches owners for street acceptance, land and easement takings; prepares required information, reports, etc. and files with appropriate Town offices.
- Prepares engineering reports, documents and other records as required.
- Serves as Traffic/Transportation Engineer, performing traffic engineering studies, writing new traffic regulations for Town approval, analyzing horizontal and vertical roadway alignments and making recommendations for improvements; recommends roadway design and construction standards.
- Performs road surface evaluation and conditions survey to record the extent and severity of the various pavement conditions and distresses.

- Consults with outside engineering firms on complex design projects.
- Attends public hearings to present technical information and to respond to citizen inquiries, requests and complaints.
- Assists members of the public and other Town departments in resolution of engineering problem.
- Maintains current knowledge of profession through peer association, attendance at seminars, meetings, etc.
- Provides effective and efficient customer service and promotes and maintains responsive community relations.
- Follows safe work practices.

Other Job Functions

- Performs related duties as assigned.

Requirements of Work

Graduation from a college or university with a Bachelor's Degree in Civil Engineering or related field, supplemented by at least 3 years of related public works experience, including overseeing construction projects.

Knowledge, Ability, and Skill

In addition to the requirements of work, the individual should also have the following knowledge, ability, and skill:

Knowledge of	• Department policies and procedures. • Applicable local, state and federal laws, regulations and policies. • Investigation, design, and construction of general public works projects. • The principles and practices of civil, structural, traffic and/or hydraulic engineering as applied to the preparation of plans, designs, estimates, and specifications for public works engineering projects. • The use of standard office equipment including computers and relevant software programs.
Ability to	• Manage construction contracts. • Multi-task and prioritize work. • Deal with difficult people and contractors, and make appropriate decisions under pressure. • Communicate effectively both verbally and in writing. • Perform difficult technical engineering research and compile comprehensive reports with effective recommendations on engineering problems. • Establish and maintain effective working relationships with supervisors, coworkers, contractors, residents and the general public.
Skill in	• Organization and time management. • Budgeting and preparing cost estimates on complex projects. • The use of specialized equipment and technology. • Oral and written communications. • Strategic thinking and decision making.

Necessary Special Requirements

Valid driver's license

Physical Demands

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.

- Work is performed both indoors and outside; hand-eye coordination is necessary to operate computers and various pieces of office equipment. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee must occasionally climb, kneel, balance and bend.
- The employee is occasionally exposed to severe weather conditions, wetness and humidity, loud noises, vibrations, heavy equipment.
- The employee must occasionally lift and/or move up to 50 pounds.

Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer