


POSITION DESCRIPTION

Town Engineer

Date of Last Revision: January, 2021

	DEPARTMENT	Engineering		
	REPORTS TO	Town Engineer		
	FLSA STATUS	Exempt; Full-Time		
	POSITION TYPE	Non-Union	PAY GRADE	

POSITION OVERVIEW

Under the general direction of the Town Manager, the Town Engineer is responsible for leading, planning and directing all activities of the Engineering Division. This position also provides technical assessments, preparing and reviewing construction contracts, prepares infrastructure fiscal year budgets and municipal bonds, assists construction grant-writing, prepares analytical assessments, and manages and recommends infrastructure upgrades, replacements, and improvements.

ESSENTIAL JOB FUNCTIONS

- Directs, manages, leads, coordinates and mentors departmental staff.
- Ensures compliance with all applicable federal, state and Town laws, ordinances and regulations.
- Prepares, reviews, approves and administers infrastructure design contracts, by reviewing outsourced designs, bid documents, contracts and provides recommendations to revisions and approval.
- Administers construction contracts by preparing awards, reviewing vendor/contractor qualifications, reviewing and approving shop drawings and payrolls/contract closeouts.
- Manages construction oversight and inspection, coordinating with utility companies, providing field work directive changes and quantity takeoffs for installed and approved components of the contract.
- Coordinates in-house design, building and permitting projects by performing relevant data collection on utilizes and infrastructure for base mapping creation and preparing conceptual designs, estimates and final bid document packages, and apply for regulatory agency permitting approvals.
- Prepares budgets and capital bond improvements and assesses inventory condition for infrastructure and utility replacement and upgrades.
- Assists with construction grant writing by preparing construction grant scope of work and project limits, mapping.
- Prepares bid documents, RFPs, RFQs, engineering designs, and contracts.
- Manages a variety of engineering related projects.

ADDITIONAL JOB FUNCTIONS

- Attends meetings, conferences, seminars, committee and council meetings as required.
- Other duties and projects as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

For successful performance in this position, the incumbent will need to demonstrate the following:

KNOWLEDGE of:

- Civil engineering concepts and practices.
- Rhode Island state regulations, laws, practices, and procedures in engineering.

SKILLS in:

- Organizing and prioritizing work, exercising independent judgment, wisdom, and common sense within established procedures guidelines and rules.
- Interpersonal, verbal, and written communication for interaction with elected and appointed officials, employees, agencies, other governmental units, vendors and the public.

ABILITY to:

- Read plans, understand regulations, and determine whether plans are compliant.
- Prepare and analyze comprehensive reports and carry out assigned projects to their completion.
- Demonstrate good customer service skills with the ability to problem solve.
- Utilize Microsoft Office Suite applications such as Microsoft Word, Outlook, and Excel in addition to other related software.
- Handle confidential material and information in an ethical and professional manner.
- Effectively communicate with, present information to, and respond to questions from Town officials and management, other government agencies, vendors, and the general public.
- Maintain a professional attitude and maintain punctuality and consistent attendance with advance notification of absences.
- Perform detailed work accurately and on time and initiate and maintain necessary follow-up.
- Prepare and submit clear, concise and accurate reports either orally or in writing.
- Work hours beyond the regularly scheduled workday when needed.

MINIMUM POSITION REQUIREMENTS**EDUCATION AND EXPERIENCE**

- Bachelor's Degree in Engineering or related field.
- Minimum of four (4) years of experience in civil engineering, supervisory experience, CAD, and GIS.
- Any equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities necessary to successfully perform the essential job functions of this position.

LICENSES AND CERTIFICATIONS

- A valid Rhode Island driver's license.
- Possession of Rhode Island Professional Engineering License (PE) or the ability to obtain one through reciprocity with another state within the first six (6) months of employment, with preference given to Civil Engineering.

ENVIRONMENTAL AND PHYSICAL DEMANDS**ENVIRONMENTAL DEMANDS including:**

- Working in in a normal office environment with light to moderate noise levels and controlled temperature conditions.
- Working in the field, with exposure to outside atmospheric conditions; occasional fumes, noxious odors, dusts, mists, gases, and poor ventilation.
- Occasional exposure to moving mechanical parts of equipment, tools, or machinery; electrical shock; falling from high, exposed places; explosions and/or toxic or caustic chemicals.

PHYSICAL DEMANDS including:

- Finger and hand dexterity to handle, feel, or operate tools and equipment and to operate standard office equipment.
- Vision to read printed materials and a computer screen, make color distinctions, and have normal depth perception; ability to smell fumes like odorous gas; and hearing and speech to communicate in person, before groups, and over the telephone.
- Sitting; ascending and descending stairs, scaffolding, and ramps; and maintaining body equilibrium to prevent falling when walking, standing, crouching, or running on narrow, slippery, or erratically moving surfaces.

- Moving about on hands and knees; bending body downward and forward, requiring full use of the lower extremities and back muscles; reaching with hands and arms and pushing, and carrying and/or lifting up to eighty (80) pounds.

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.