



Job Description

Town of Westerly

Job Title:	Assistant Town Engineer								
FLSA:	Exempt	X	Non-Exempt		Union Status:	Union		Non-Union	X
Supervision Received:	Town Engineer			Supervision Exercised:			Departmental Staff		
Last Revision:	4/2017								

General Summary:

This position is responsible for assisting the Town Engineer in performing engineering functions by collecting field data, performing surveying functions, developing and reviewing plans, performing construction inspections, making data measurements, drafting formal comments for various boards, assisting with RIPDES stormwater regulation compliance and overseeing contract operations at the Wastewater Treatment Facility.

Career Ladder

This position is part of a career ladder with the Associate Engineer. This position differs from the Associate Engineer in that this position performs the most complex engineering functions for the Town and requires a Professional Engineer's license, advanced to expert knowledge in all aspects of engineering and time in service requirements as listed in the career ladder checklist for the Assistant Town Engineer.

Essential Functions:

1. Oversees construction projects by collecting and analyzing data from field conditions. Performs surveying functions to gain information to assist in design.
2. Oversees contractors on jobs, discusses procedures to be followed by the contractors and makes recommendations for final acceptance. Takes photographs, takes measurements, keeps records, reports findings, and monitors quantities and expenditures.
3. Contacts individuals, property owners, and contractors about property lines, easements, and compliance issues.
4. Prepares and submits various compliance reports to state regulators.
5. Performs project reviews of various boards and commissions by reviewing project plans prior to construction.
6. Inspects utility work and assists with temporary and final C.O.s.
7. Develops plans and details using AutoCad.
8. Manages the Industrial Pretreatment Program by reviewing and compiling industrial users discharge permit compliance status.
9. Develops, writes, and issues industrial discharge permits. Issues notices of violation.
10. Reviews and completes compliance and performance data and compiles, writes and submits the annual program report to the appropriate regulatory agencies.
11. Reviews and complies annual backflow preventer tests and cross connection survey inspection

reports for commercial and industrial water users.

12. Performs annual backflow preventer tests on Town devices and initial tests on new commercial and industrial users and determines the type and location of new devices for new users.
13. Compiles, writes and submits annual cross connection report to appropriate regulatory agencies.
14. Reviews contract tester/inspector invoices and submits payments for processing.
15. Reviews, compiles and tracks contract invoices and submits payments and reviews periodic reports from the contract operator.
16. Makes compliance determinations and takes corrective actions.
17. Writes resolutions and develops and writes permits.
18. Researches Federal, State and Local laws and regulations.
19. Assists in the drafting of construction standards relating to roads, drainage, water, and sewer.

Other Functions:

1. Attends meetings, conferences, seminars, committee and council meetings as required.
2. Assists in evaluating and planning departmental technology acquisitions and requests.
3. Other related duties as assigned.

Education & Experience:

Education:

Bachelor's Degree in Engineering or related field.

Experience:

Four years of experience in municipal engineering and familiarity with drainage design and construction, methods and means of road resurfacing, project management, sidewalk and curb construction and reconstruction, RIDOT 3R projects. Experience must also include AutoCad, surveying, working with construction management contractors, dealing with numerous regulatory agencies, wastewater collection and treatment and contract operations as well as complying with grant funding requirements to ensure project reimbursement.

Any equivalent combination of education, experience, or training that has prepared the incumbent to perform the essential duties of the position.

Knowledge, Skills & Abilities:

The position requires the following knowledge:

- Advanced knowledge in the principle, practices, laws, regulations of construction and utility engineering (water and sewer).
- Advanced knowledge of public works and construction management, materials and practices.
- Ability to read and become familiar with Town codes and ordinances.
- Working knowledge of construction cost estimating.
- Knowledge of wastewater collection and treatment, especially pretreatment, biological treatment and disinfection.

This position requires the following skills:

- Detection of discrepancies in plans, materials, and construction methods and processes, and of appropriate corrective actions.
- Ability to read plans, understand regulations, and determine whether plans are regulatorily compliant.

- Organizing and prioritizing work and completing projects and assignments within deadlines.
- Apply proficiency in the use of various computer applications including Outlook, Excel, Word, AutoCad and GIS.

This position requires the ability to:

- Prepare and analyze comprehensive reports and carry out assigned projects to their completion.
- Calculate pipe size requirements, use survey data to estimate area, develop quantity estimates, interpret bridge inspection reports.
- Maintain professional and effective working relationships with all contacts.
- Understand and communicate written and verbal instruction.
- Effectively interact and communicate with the general public and fellow employees and a variety of other stakeholders.
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Licenses & Certifications:

Must possess a Rhode Island P.E. license or be eligible for reciprocity.

Must possess a valid driver's license.

Must pursue additional training and certifications offered relating to job functions.

Special Requirements:

This position requires the following:

- Occasional work hours beyond the regularly scheduled work week to inspect construction, evaluate emergency conditions, and/ or to attend various commission, board and council meetings will be required.
- A thorough background check.

Working Conditions & Environment:

<i>Physical Activities</i>	<i>Amount of Time</i>			
	None	<1/3	1/3 to 2/3	>2/3
Stand			X	
Walk			X	
Sit				x
Use hands to finger, handle, or touch			X	
Reach above shoulders		X		
Climb or balance		X		
Stoop, kneel, crouch, or crawl		x		
Talk or hear				x
Taste or smell	X			
Driving (including valid driver's license)				x

<i>Lifting Requirements</i>		<i>Amount of Time</i>			
		None	<1/3	1/3 to 2/3	>2/3
Up to 10 pounds				X	
Up to 25 pounds				X	
Up to 50 pounds			X		
Up to 100 pounds		x			
More than 100 pounds		x			
<i>Noise Level in the Environment</i>					
	Very quiet	X	Quiet		
X	Moderate Noise	X	Loud Noise		
	Very Loud Noise				
<i>Environmental Conditions</i>		<i>Amount of Time</i>			
		None	<1/3	1/3 to 2/3	>2/3
Work near moving mechanical parts				x	
Work in high places			x		
Risk of electrical shock			x		
Risk of radiation		X			
Work in extreme weather conditions				X	
Exposure to blood or other body fluids		x			
Exposure to hazardous chemicals			x		
Vibration			x		
<i>Special Vision Requirements</i>					
X	Close vision	X	Distance vision		
	Color vision		Peripheral vision		
X	Depth perception	X	Ability to adjust focus		

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.