

TOWN OF COLCHESTER

JOB DESCRIPTION

Position:	Public Works Engineer II		
Reports to:	Town Engineer	Department:	Public Works
Classification:	Exempt	Created:	September 2024

JOB FUNCTION

Under the supervision of the Town Engineer, the Public Works Engineer II works on behalf of the Town to apply advanced principles, practices, procedures, and civil engineering standards necessary to support the maintenance, repair, or construction of Town Infrastructure. Serves as the Town of Colchester's representative advancing major infrastructure and capital projects. Responsible for the coordination of people and resources to execute and deliver projects within specified timelines. Requires effective communication with various internal and external stakeholders, assessing risk and managing project budgets. The Public Works Engineer II is distinguished by their advanced knowledge of civil engineering principles, practices, concepts, applied to the construction of large-scale construction projects, including, but not limited to streets, sidewalks, paths, traffic signal systems, public buildings, parks and recreation assets, solar installations, wastewater, water and stormwater facilities. An ability to make technical and administrative recommendations.

ESSENTIAL FUNCTIONS

Construction/Project Development

- Assists the community, the Town Administration, and all departments in developing concepts, plans and cost estimates for construction and/or improvements of public infrastructure. With guidance on the vision, goals, objectives, and needs of projects, this work includes obtaining professional services; preparing contract documents, plans and renderings, specifications, opinion of probable cost, bid documents; and obtaining permits.
- Leads, supervises, and/or supports in-house civil engineering projects from conceptual design to project completion. Presents plans and renderings at public and community meetings. Documents and makes recommendations for appropriate plan deviations or variances from established standards, as appropriate.
- Advances municipal building capital projects through all stages of development, including project development, community input, budgeting, planning and bid document development, permitting, contractor procurement and liaison for building tenants and owners throughout construction.
- Prepares and/or reviews transportation planning reports; traffic studies; traffic engineering specifications , quantities and estimates of cost.
- Prepares and/or reviews construction schedules and budgets, designs and construction details relative to individual projects.
- Monitors and manages the performance of contractors and consultants to ensure success of projects, including frequent and ongoing communication.

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- In consultation with the Public Works Director and Town Engineer, serves as project manager on projects to manage related budgets and schedules, lead deliverables, and completes or assists with the development and management of plans, permit checklists and scope-of-work.
- Maintains financial and compliance records for projects and makes recommendations for payments to contractors and consultants.
- Solicits and utilizes the services of consulting engineers and designers.

Planning

- Supports maintenance and updates to the Town's stormwater, wastewater and water operations, including the emergency response plan, and the emergency power outage plan.
- Participates in collecting field data, develops project documents, and performs project management tasks in support of implementing projects associated with capital programs.
- Updates, inputs, and corrects asset management data with GIS or other software platforms.
- Maintains accurate records and files.
- Collects and analyzes data.

General Duties

- Represents the Town at various public forums and meetings.
- Provides management and technical oversight to seasonal staff within workgroup.
- Performs technical reviews of proposed development projects, including traffic impact studies, speed studies, sight distance analysis and regulatory sign warrant analysis; provides comments to the Town Engineer to ensure conformance with accepted standards, established regulations, and adopted plans and practices.
- Balances needs and resources. Collaboratively prioritizes projects and develops conceptual improvement plans that balance the needs of the public, the Town, and the region, with the availability and constraints of known resources.
- Stays abreast of and ensures compliance with local, state, and federal rules and regulations. Ability to determine appropriate implementation of such standards where applicable.
- Collaborates and works cooperatively. Communicates regularly with officials at all levels within the Town administration; Town departments; local, regional, and state transportation planners, engineers, and providers; consultants and contractors; and the public.
- Encourages inclusivity. Understands the importance of diverse participation and includes all relevant stakeholders in project development. Advances public participation and outreach for the Department of Public Works.
- Performs other duties, as assigned.

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MINIMUM QUALIFICATIONS

Training and Experience

- Bachelor's degree in Civil Engineering, or a closely-related field required. Minimum of four (4) years of experience, including civil engineering and maintaining public infrastructure. Vermont Professional Engineer (PE) licensure preferred, or Engineer-In-Training (EIT) and the ability to obtain a Vermont PE within three (3) years required.

Knowledge, Skills and Abilities

- Demonstrated experience in project and program management, including maintaining project budgets, schedules, procurement, and project controls.
- Progressively complex work experience in construction and contract management of public infrastructure, or relevant municipal work experience.
- Knowledge of contract administration, to include the ability to read, analyze and modify contract specifications and plans to ensure work complies with all contract provisions.
- Demonstrated knowledge of methods, materials, procedures, and standard practices of construction.
- Ability to assess situations, solve problems, manage and prioritize multiple projects simultaneously, work effectively under stress, within deadlines, and in public situations.
- Ability to communicate clearly, professionally, diplomatically, and persuasively, both orally and in writing.
- Demonstrated experience with AutoCAD or a similar program.
- Knowledge of ArcGIS software.
- Proficient in MS Office Suite and/or G Suite.
- Knowledge of state and federal laws, policies, and regulations related to the field of urban transportation preferred.
- Ability to understand and comply with Town standards, safety rules and personnel policies.
- Ability to establish and maintain good relations with co-workers.
- Ability to receive constructive criticism.
- Ability to provide excellent customer service, communicate professionally and diplomatically with contractors and the public.
- Ability to establish and maintain effective working relationships and use good judgment, initiative, and resourcefulness when dealing with the media, the public, other employees, elected officials, consultants, contractors, and other government entities.
- Ability to actively support Town diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.

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Physical Requirements:

These are physical and mental requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental requirements will not automatically disqualify a candidate or employee from the position. Upon request for a reasonable accommodation, the organization may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential functions to which it relates, and the proposed accommodation.

<input checked="" type="checkbox"/> Seeing	<input checked="" type="checkbox"/> Ability to Move Distances	<input checked="" type="checkbox"/> Lifting (specify)
<input checked="" type="checkbox"/> Color Perception	<input type="checkbox"/> Within and Between	<input type="checkbox"/> 50 Pounds
<input checked="" type="checkbox"/> Hearing/Listening	<input type="checkbox"/> Facilities/Offices	<input type="checkbox"/> Carrying (specify)
<input checked="" type="checkbox"/> Clear Speech	<input type="checkbox"/> Climbing	<input type="checkbox"/> Pounds
<input checked="" type="checkbox"/> Touching	<input type="checkbox"/> Ability to Mount and	<input checked="" type="checkbox"/> Driving (local/over
<input checked="" type="checkbox"/> Dexterity	<input type="checkbox"/> Dismount Equipment	the road)
<input checked="" type="checkbox"/> Hand	<input type="checkbox"/> Pushing/Pulling	Other _____
<input checked="" type="checkbox"/> Finger	<input checked="" type="checkbox"/> Typing	_____
<input checked="" type="checkbox"/> Standing		_____
<input checked="" type="checkbox"/> Sitting		

Mental Reasoning Requirements:

<input checked="" type="checkbox"/> Reading - Simple	<input checked="" type="checkbox"/> Writing-Complex	<input checked="" type="checkbox"/> Analysis/Comprehension
<input checked="" type="checkbox"/> Reading – Complex	<input checked="" type="checkbox"/> Clerical	<input checked="" type="checkbox"/> Judgment/Decision Making
<input checked="" type="checkbox"/> Writing – Simple	<input checked="" type="checkbox"/> Basic Math Skills	<input checked="" type="checkbox"/> Stress

Work Environment:

<input type="checkbox"/> Shift Work	<input checked="" type="checkbox"/> Outside	<input checked="" type="checkbox"/> Pressurized Equipment
<input checked="" type="checkbox"/> Works Alone	<input checked="" type="checkbox"/> Extreme Heat	<input type="checkbox"/> Moving Objects
<input checked="" type="checkbox"/> Works with Others	<input checked="" type="checkbox"/> Extreme Cold	<input type="checkbox"/> High Places
<input checked="" type="checkbox"/> Verbal Contact w/Others	<input checked="" type="checkbox"/> Noise	<input checked="" type="checkbox"/> Fumes/Odors
<input checked="" type="checkbox"/> Face-to-Face Contact	<input checked="" type="checkbox"/> Mechanical Equipment	<input checked="" type="checkbox"/> Hazardous Materials
<input checked="" type="checkbox"/> Inside	<input checked="" type="checkbox"/> Electrical Equipment	<input checked="" type="checkbox"/> Dirt Dust

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel to be classified.

Approvals:

Department Head: _____ Date: _____

Human Resources: _____ Date: _____