

## TOWN OF COLCHESTER

### JOB DESCRIPTION

<b>Position:</b>	<b>Public Works Engineer I</b>		
<b>Reports to:</b>	<b>Technical Services Manager</b>	<b>Department:</b>	<b>Public Works</b>
<b>Classification:</b>	<b>Exempt</b>	<b>Created:</b>	<b>September 2024</b>

### JOB FUNCTION

Under the supervision of the Technical Services Manager (TSM), with technical mentoring and support from the Town Engineer, the Public Works Engineer I works to apply basic principles, practices, procedures, and civil engineering standards necessary to support the maintenance, repair and construction of Town infrastructure. This position is expected to have a primary focus on water resource support, requiring a working knowledge of civil engineering principles, practices and concepts, applied to the construction of smaller scale construction projects. Organizational and technical skills are required for the management of water resource asset models and datasets based in a GIS platform. Strong communication skills are required, for both verbal discussions and written documents.

### ESSENTIAL FUNCTIONS

#### Construction/Project Management

- Supports development of engineering plans/drawings, specifications, and cost estimates for construction and/or improvements to public infrastructure.
- Performs ground survey and profile work in support of public works projects and maintenance efforts.
- Supports development of project timeline, draft proposals, budgeting and maintains documentation throughout project lifecycle.
- Solicits and reviews bids for the services of engineering and design consultants and makes recommendations to departmental leadership.
- Responsible for the inspection of new stormwater and wastewater infrastructure during construction, as well as other public infrastructure, as requested.
- Supports maintenance of project financial records and makes payment recommendations for contractors and consultants.

#### Planning

- Provides Asset Management support through the maintenance and reporting of spatial and condition assessment data, in GIS and CAD platforms.
- Manages the Town's water quality testing program, including oversight of seasonal testing staff, outreach, data publication, and analyzing environmental health data.
- Manages compliance for all state stormwater and wastewater permits, including the MS4 Permit, and associated technical, inspection, and administrative Town requirements.
- Maintains the Town's wastewater operations, management and emergency response plan, emergency power outage plan, and recommends updates, as needed.

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#### **Financial**

- Assists the TSM with developing annual stormwater and wastewater budgets.

#### **Permitting**

- Manages compliance with the State's "3-acre" permitting requirements and assists with the implementation of the Town's Phosphorus Control Plan.
- Manages compliance for the Town's stormwater and wastewater permits, including the MS4 Permit, and provides the associated technical, inspection, and administrative services to meet the Town's requirements associated with permit compliance.
- Reviews permit applications, submitted by residents, businesses, and developers, related to public infrastructure.

#### **General Duties**

- Communicates regularly, and effectively collaborates with all stakeholders, including 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.
- 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, and determines appropriate implementation of such standards, where applicable.
- 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.

### **MINIMUM QUALIFICATIONS**

#### **Training and Experience**

- Bachelor's Degree in Civil Engineering, or a closely-related field. Two (2) years of related experience preferred. Any combination of training, education and experience that demonstrates the required knowledge, skills and abilities may be considered qualifying.

#### **Knowledge, Skills and Abilities**

- Knowledge of Civil Engineering principles, practices, concepts, standards and methods applied to the full life cycle of project development.
- Working knowledge of stormwater and wastewater systems within the context of municipal programmatic responsibilities.
- Strong working knowledge of GIS based computer programs used in electronic mapping and asset management.

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- Ability to maintain highly organized electronic GIS datasets and documentation in support of the water resource programs.
- Read, understand, and interpret engineered construction drawings.
- Ability to inspect projects involving the construction of public infrastructure to ensure they are constructed in accordance with the approved plans and specifications.
- Ability to assess situations, solve problems, manage and prioritize multiple projects simultaneously.
- Ability to work effectively under stress, within deadlines, and in public situations.
- Demonstrated surveying experience required.
- Proficiency with MS Office Suite.
- Computer drafting skills (AutoCAD, etc.) required.
- Experience with ESRI products preferred.
- Construction and/or project management experience preferred.
- Ability to establish and maintain good relations with co-workers.
- Ability to receive constructive criticism.
- Ability to communicate effectively both orally and in writing required.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Ability to facilitate and attend meetings at times other than regular business hours.

### 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	Within and Between	<input type="checkbox"/> 50 Pounds
<input checked="" type="checkbox"/> Hearing/Listening	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	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

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#### 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: \_\_\_\_\_