

TOWN OF COLCHESTER

JOB DESCRIPTION

Position: Town Engineer

Reports to: Director of Public Works

Department: Public Works

Classification: Exempt

Revised: June 2025

JOB FUNCTION: The Town Engineer plans, directs, and provides engineering and construction management associated with the investigation, design, maintenance, and construction of public improvement projects. Provides expert professional input to the Director and Town Management in wastewater collection, stormwater, public buildings, streets, highways, bike/pedestrian, and the design and construction of the same.

DISTINGUISHING CHARACTERISTICS: The Town Engineer must be very adept in non-technical verbal and written communications, interpersonal relations, project development and project management, in addition to the technical and analytical skills necessary to address complex problems of a specialized engineering nature.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The duties below are illustrations of the types of work that may be performed.

- Conducts detailed analysis of all public infrastructure, including transportation systems, sanitary sewers, storm sewers, water systems, and public facilities. Determines condition, capacity, overall adequacy, and identifies short and long-term capital needs.
- Develops and advances capital projects through conceptual planning, public engagement, development of funding plans, and project prioritization.
- Prepares requests for proposals and/or qualifications and related bid documents for professional engineering studies. Reviews proposals and formulates recommendations for award to the Director of Public Works. Manages selected consultants and vendors, and processes invoices for payment.
- Reviews and approves all bid documents, scopes of work, technical specifications and construction documents for the design and construction of public improvement projects.
- Oversees bid phase services for the design and construction of public works construction projects and formulates contract award recommendations to the Director of Public Works.
- Provides contract administrative services for all engineering and construction services associated with public improvement projects and studies; makes field decisions relative to design changes; responsible for the effective and efficient resolution of all other field problems or conflicts; and makes recommendations to the Director for the approval of project invoices and change orders.

- Oversees the engineering and design phases of public improvement projects and ensures that all work products meet the project goals and objectives and adherence to all specifications and standards.
- Oversees the permitting process for all public improvement projects and certifies to the Director of Public Works that all necessary local, state, and federal permits have been secured prior to the advancement of a project.
- Oversees the right-of-way acquisition process associated with public improvement projects and certifies to the Director of Public Works that all necessary rights have been properly obtained prior to advancing projects to construction.
- Oversees construction and inspection of all public works construction projects and ensures that all improvements have been completed in conformance to all approved plans and specifications. Processes invoices and makes recommendations for payment the Director of Public Works.
- Maintains and updates as needed, all departmental bidding and contract documents.
- Performs all technical reviews of proposed development projects, including traffic impact studies, speed studies, sight distance analysis and regulatory sign warrant analysis. Develops detailed comments and recommendations to ensure conformance with accepted standards, established regulations, and adopted plans and practices.
- Performs final inspections of all public infrastructure associated with new development and certifies that all related requirements have been met for acceptance by the Town.
- Maintains and updates as needed the departments technical design standards for all public infrastructure.
- Supports the ongoing implementation of the Town's stormwater utility in coordination with other DPW staff; this includes support for ongoing review of credit applications, analyses related to impervious surfaces for utility purposes, regulatory and other compliance requirements for existing and future stormwater permits, updates to the Utility Manual and others as may be required.
- Manages and coordinates all departmental requirements associated with regulatory compliance to include environmental permitting and all public infrastructures including the inspection and reporting on all permitted stormwater outfalls.
- Provides general engineering and technical support to the Town through such activities as conducting traffic studies and analysis, and providing design services and field engineering for small construction projects. The Town Engineer performs traffic studies including but not limited to speed studies, analyzing regulatory sign warrants, and sight distance analysis.
- Develops all necessary protocols, programs, and systems to effectively and accurately collect, store, and manage information relating to public infrastructure, and manage the information in support of the departments planning, budgeting, and regulatory and maintenance responsibilities.
- As directed, presents information and participates in discussions with the Selectboard, Town Manager, other department heads, citizen groups, individuals, contractors and others on departmental issues. May occasionally involve attending night meetings.
- Works regularly and effectively with other Town employees, citizens, members of Town boards and commissions, state and federal agencies, developers, engineers, contractors and utilities.

This includes handling citizen inquiries about the status of capital projects, technical or engineering related issues, or other Town initiatives.

- Assists the Director in the development, implementation and evaluation of plans, policies, systems and procedures to achieve short and long-term goals, objectives and work standards.
- Assembles the necessary resources and information to solve a broad range of programmatic and service delivery problems in the delivery of public works and utility services.
- Regularly communicates in writing, engages and presents to citizens, staff, local elected and appointed officials, as well as regional and state officials.
- Maintains both paper and electronic records associated with all current and future public infrastructure.
- Oversees other staff in the DPW Administrative Division on a project level or personnel management level, as assigned by the Director, including serving as acting DPW Director as assigned, in the absence of the Director.
- Performs other duties as assigned by the Director, which will be broad ranging.

DESIRED MINIMUM QUALIFICATIONS

Knowledge of: Principles, practices and techniques of public works engineering and design to include municipal sewer, storm water, water, traffic, roadways, and public facilities; procedures and practices for the assessment of public infrastructure, collection and management of infrastructure data in GIS, and the development and prioritization of capital budget programs; all phases of construction and contract administration, including the preparation of RFP's/RFQ's, public bidding, contracts and agreements, design, permitting, right-of-way, utility relocation, and construction inspection; applicable federal, state, and local law, codes and regulations governing the administration of public works, public utilities, construction, and other infrastructure functions and activities; principles and practices of management and supervision; operation and use of computer applications typically used within the public works field including GIS; effective business communication skills including writing, verbal and group presentations.

Ability to: Analyze complex engineering and maintenance issues and problems; evaluate alternative solutions and develop sound conclusions, recommending courses of action; use effective business communication skills including writing, verbal and group presentations; present proposals and recommendations clearly and logically in public meetings; understand, interpret, explain and apply local, state and federal law and regulations governing public works and utility services; developing clear, concise and independent judgment within general policy guidelines; establish and maintain effective working relationships with other Town Officials, other governmental and regulatory officials, staff, private and community organizations, developers, contractors and others encountered in the course of work; as well as take direction from others and prioritize multiple competing goals and overall work efficiency.

Training and Experience: Bachelor's degree in civil engineering, or closely-related field and six years of progressively responsible civil engineering and public works or utilities experience, with public interaction and engagement, at least two of which were at a management or supervisory level. Any

combination of training, education and experience that demonstrates the required knowledge skills and abilities may be qualifying. Vermont registration as a Professional Engineer and a valid driver's license

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.

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| <input checked="" type="checkbox"/> Seeing | <input checked="" type="checkbox"/> Ability to Move Distances | <input type="checkbox"/> Lifting (specify) |
| <input checked="" type="checkbox"/> Color Perception | Within and Between | <u>20</u> Pounds |
| <input checked="" type="checkbox"/> Hearing/Listening | Facilities/Offices | <input type="checkbox"/> Carrying (specify) |
| <input checked="" type="checkbox"/> Clear Speech | <input type="checkbox"/> Climbing | <u>20</u> 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 checked="" 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:

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|---|---|--|
| <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:

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|---|--|---|
| <input checked="" 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 checked="" 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. Nothing in this job

description should be construed as a promise of employment at a particular level or for any particular time frame. This position is an “at will” position. The Town of Colchester reserves the right to determine, in its sole discretion, which functions are performed by which employees and to make changes to functions or responsibilities at any time, with notice to employees of such change.