


JOB DESCRIPTION
Staff Engineer

Date of Last Revision: December, 2020

 WESTERLY Rhode Island	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 Engineer, this position is responsible for assisting the Town Engineer in engineering functions by collecting field data, performing surveying functions, developing and reviewing plans, performing construction inspections, making data measurements, drafting comments for various boards, assisting with regulatory compliance assessments, and preparation of technical reports.

ESSENTIAL JOB FUNCTIONS

- Oversees construction projects by collecting and analyzing data from field conditions.
- Oversees and directs work of contractors, takes photographs and measurements, prepares and maintains field records, reports findings, and monitors quantities.
- Conducts site inspections to assess compliance of stormwater management practices and soil erosion and sedimentation control measures.
- Performs surveying functions to gain information to assist in design.
- Assists with plan reviews for various boards and commissions.
- Develops plans and details using AutoCAD.
- Assists with compiling and review of compliance and performance data, and preparation of compliance and annual program reports for submittal to various regulatory agencies.
- Reviews, compiles and tracks contract invoices and reviews periodic reports from the contract operator.
- Works with the Town Engineer in making compliance determinations and directs corrective actions.

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:

- Principle, practices, laws, regulations of construction and civil engineering.
- Public works and construction management, materials and practices.
- Various computer-based systems.
- Read and become familiar with Town codes and ordinances.
- Construction cost estimating.

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 Civil Engineering or related field.
- Minimum of one (1) year of experience in civil engineering or construction engineering, construction oversight, engineering design & assessment, AutoCAD, surveying, site planning and bid document review, technical report preparation/submission, solving drainage problems, and analyzing pavement conditions.
- 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

- Engineer-in-Training (E.I.T.) Certification, or ability to obtain within 6 months of employment
- A valid driver’s license.

ENVIRONMENTAL AND PHYSICAL DEMANDS

ENVIRONMENTAL DEMANDS *involving:*

- 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.