



Job Description

Town of Westerly

Job Title:	Project Technician								
FLSA:	Exempt		Non-Exempt	X	Union Status:	Union		Non-Union	X
Supervision Received:	Town Engineer			Supervision Exercised:			None		
Last Revision:	10/2016								

General Summary:

This position is responsible for assisting the Town Engineer in engineering projects by providing engineering support, acting as the 911 liaison, managing the pump out boat program, GIS mappings, pavement management program, budget preparation, research and grant administration.

Essential Functions:

1. Supports the engineering department by providing assistance with construction and contract administration and performing data research for public and private ROW.
2. Confirms data in the pavement management program and provides assistance on construction projects.
3. Manages the pump out boat program by performing grant administration and reimbursement for the program and maintains all permits for the program.
4. Conducts hiring and scheduling of seasonal staff.
5. Coordinates with various internal and external stakeholders regarding various engineering programs.
6. Acts as the 911 liaison by managing all 911 numbering and road name changes by coordinating with emergency services and working with residents to ensure compliancy.
7. Update changes with appropriate agencies as required.
8. Performs GIS Mapping and pavement management by providing maps to the public, and provide mapping for pavement projects.
9. Updates the pavement management system.
10. Provides grant assistance with mapping, research and data collection.
11. Provides general dimensioning and quantity takeoffs from GIS mapping.
12. Assists with contract preparation, printing, binding, and departmental and fiscal year budgets.
13. Assists with processing construction contract payment estimates.
14. Oversees

Other Functions:

1. Attends conferences, seminars, committee and council meetings as required.
2. Orders offices supplies and performs departmental accounts payable.
3. Other related duties as assigned.

Education & Experience:

Education:

Associates's Degree in Engineering or related field.

Experience:

3 years of experience in engineering project related work.

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:

- Knowledge of public works and engineering projects.
- Working knowledge of Town codes and ordinances.
- Working knowledge of public works construction materials and practices including those construction engineering.
- Working knowledge of various computer based systems.

This position requires the following skills:

- Detection of discrepancies in plans, materials, and construction methods and processes, and of appropriate corrective actions.
- Organizing and prioritizing work and completing projects and assignments within deadlines.

This position requires the ability to:

- Prepare and analyze comprehensive reports and carry out assigned projects to their completion.
- Maintain 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.
- Manage various computer applications including Excel and Word

Licenses & Certifications:

Possess a valid driver's license.

Special Requirements:

This position requires the following:

- Work hours beyond the regularly scheduled work week in order 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		Quiet		
	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>					
	Close vision		Distance vision		
	Color vision	x	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.