



Job Description

Town of Westerly

Job Title:	Town Engineer								
FLSA:	Exempt	X	Non-Exempt		Union Status:	Union		Non-Union	X
Supervision Received:	Dir. Of Public Works			Supervision Exercised:			Departmental Staff		
Last Revision:	8/31/2016								

General Summary:

This position is responsible for leading, planning and directing all activities of the Engineering Department. This position also provides technical assessments, preparing and reviewing construction contracts, prepares infrastructure fiscal year budgets and municipal bonds, assists construction grant-writing, prepares analytical assessments, and manages and recommends infrastructure upgrades, replacements, and improvements.

Essential Functions:

1. Directs, manages, leads, coordinates and mentors departmental staff.
2. Ensures compliance with all applicable federal, state and Town laws, ordinances and regulations.
3. Prepares, reviews, approves and administers infrastructure design contracts, by reviewing outsourced designs, bid documents, contracts and provides recommendations to revisions and approval.
4. Administers construction contracts by preparing awards, reviewing vendor/contractor qualifications, reviewing and approving shop drawings and payrolls/contract closeouts.
5. Oversees construction and inspection by completing daily logs, coordinating with utility companies, providing field work directive changes and quantity takeoffs for installed and approved components of the contract.
6. Coordinates in-house design, building and permitting projects by performing relevant data collection on utilizes and infrastructure for base mapping creation and preparing conceptual designs, estimates and final bid document packages, and apply for regulatory agency permitting approvals.
7. Prepares budgets and capital bond improvements and assesses inventory condition for infrastructure and utility replacement and upgrades.
8. Assists with construction grant writing by preparing construction grant scope of work and project

limits, mapping.

9. Prepares bid documents, RFPs, RFQs, engineering designs, and contracts.

10. Manages a variety of engineering related projects.

Other Functions:

1. Attends conferences, seminars, committee meetings as required.
2. Other related duties as assigned.

Education & Experience:

Education:

Bachelor's degree in engineering or related curriculum.

Experience:

Four years, post professional engineering license, of experience in civil engineering or closely related field. Experience must include previous management or supervisory experience as well as experience in a variety of technical civil engineering projects. Experience also must include CAD and GIS.

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:

- Expert knowledge in Civil Engineering concepts and practices.
- Expert knowledge in Rhode Island state regulations, laws, practices and procedures in engineering.

This position requires the following skills:

- Sound administrative and management skills in the areas of policy interpretation, procedures and people.
- Well developed analytical capabilities.

This position requires the ability to:

- 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.
- Manage various computer applications including Excel and Word.
- Draft and substantively review engineering and other relevant documents and projects.

Licenses & Certifications:

Possess a valid driver's license.

Must possess and maintain a valid Rhode Island Professional Engineering License (PE) or be able to obtain one through reciprocity with another state within the first six months of employment, with preference given to Civil Engineering.

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		
x	Moderate Noise		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>					
x	Close vision	X	Distance vision		
X	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.