



Job Description

Town of Westerly

Job Title:	Utilities Engineer								
FLSA:	Exempt	X	Non-Exempt		Union Status:	Union		Non-Union	X
Supervision Received:	Town Engineer			Supervision Exercised:			Departmental Staff		
Last Revision:	10/2016								

General Summary:

This position is responsible for assisting the Town Engineer in engineering functions by collect field data from plans, making data measurements, drafting formal comments for various boards and assisting with stormwater regulations and RIPDES compliance.

Essential Functions:

1. Oversees construction projects by collecting and analyzing data from field conditions.
2. Oversees contractors on jobs, by discussing procedures to be followed by the contractors and makes recommendations for final acceptance.
3. Ensures stormwater compliance by performing site inspections for erosion and sediment control compliance.
4. Contacts individuals and contractors about compliance issues.
5. Prepares and submits various compliance reports to state regulators.
6. Performs project reviews of various boards and commissions by reviewing planned projects prior to construction.
7. Inspects utility work and assists with recommendations for temporary and final C.O.s.

Other Functions:

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

Education & Experience:

Education:

Bachelor's Degree in Engineering or related field.

Experience:

5 years of experience in construction engineering, utilities engineering. Experience also must include experience working with construction management contractors.

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 the principle, practices, laws, regulations of construction and utility engineering.
- Knowledge of public works and construction management.
- Working knowledge of Town codes and ordinances.
- Working knowledge of public works construction materials and practices including those construction and utility engineering.
- Working knowledge of various computer based systems.
- Working knowledge of public works construction and construction cost estimates.

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 police background check including a credit 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		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.