



## Job Description

### Town of Westerly

Job Title:	Associate Engineer								
FLSA:	Exempt	X	Non-Exempt		Union Status:	Union		Non-Union	X
Supervision Received:	Town Engineer			Supervision Exercised:			Departmental Staff		
Last Revision:	4/2017								

#### **General Summary:**

This position is responsible for assisting the Town Engineer in engineering functions by collect field data, performing surveying functions, developing and reviewing plans, performing construction inspections, making data measurements, drafting comments for various boards and assisting with regulatory compliance.

#### **Career Ladder**

This position is part of a career ladder with the Assistant Town Engineer. This position differs from the Assistant Town Engineer in that this position performs entry level to moderately complex engineering functions for the Town and does not require a Professional Engineer's license, advanced to expert knowledge in all aspects of engineering and time in service requirements as listed in the career ladder checklist for the Assistant Town Engineer.

#### **Essential Functions:**

1. Oversees construction projects by collecting and analyzing data from field conditions.
2. Performs surveying functions to gain information to assist in design.
3. Oversees work of contractors, takes photographs and measurements, keeps records, reports findings, and monitors quantities.
4. Researches property ownership, property lines, and easements.
5. Prepares various compliance reports for submittal to state regulators.
6. Performs plan reviews for various boards and commissions.
7. Inspects utility work.
8. Develops plans and details using AutoCad.
9. Manages the Industrial Pretreatment Program by reviewing and compiling industrial users discharge permit compliance status.
10. Prepares industrial discharge permits. Drafts notices of violation.
11. Reviews and completes compliance and performance data and prepares the annual program report for submittal to the appropriate regulatory agencies.
12. Reviews and compiles annual backflow preventer tests and cross connection survey inspection reports for commercial and industrial water users.
13. Performs annual backflow preventer tests on Town devices and initial tests on new commercial and industrial users and determines the type and location of new devices for new users.
14. Compiles, writes and submits annual cross connection report to appropriate regulatory agencies.

15. Reviews contract tester/inspector invoices and submits payments for processing.
16. Reviews, compiles and tracks contract invoices and submits payments and reviews periodic reports from the contract operator.
17. Works with the Town Engineer in making compliance determinations and directs corrective actions.

**Other Functions:**

1. Attends meetings, 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:

Experience in construction, engineering, AutoCad, surveying.

Experience working with construction management contractors.

Experience solving drainage problems, analyzing pavement conditions,

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 in the principle, practices, laws, regulations of construction and utility engineering (water and sewer).
- Knowledge of public works and construction management, materials and practices.
- Ability to read and become familiar with Town codes and ordinances.
- Working knowledge of construction cost estimating.

This position requires the following skills:

- Ability to read plans, understand regulations, and determine whether plans are regulatorily compliant.
- Organizing and prioritizing work and completing projects and assignments within deadlines.
- Apply proficiency in the use of various computer applications including Outlook, Excel, Word, AutoCad and GIS.

This position requires the ability to:

- Prepare and analyze comprehensive reports and carry out assigned projects to their completion.
- Calculate pipe size requirements, use survey data to estimate area, develop quantity estimates, interpret bridge inspection reports.
- Maintain professional and 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.

**Licenses & Certifications:**

Must have passed the F.E. exam.

Must possess a valid driver's license.

Must pursue additional training and certifications offered relating to job functions.

**Special Requirements:**

This position requires the following:

- Occasional work hours beyond the regularly scheduled work week to inspect construction, evaluate emergency conditions, and/ or 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>			
	<b>None</b>	<b>&lt;1/3</b>	<b>1/3 to 2/3</b>	<b>&gt;2/3</b>
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>			
		<b>None</b>	<b>&lt;1/3</b>	<b>1/3 to 2/3</b>	<b>&gt;2/3</b>
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	X	Quiet		
X	Moderate Noise	X	Loud Noise		
	Very Loud Noise				
<i>Environmental Conditions</i>		<i>Amount of Time</i>			
		<b>None</b>	<b>&lt;1/3</b>	<b>1/3 to 2/3</b>	<b>&gt;2/3</b>
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		
	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.*