

TOWN ENGINEER

Position Purpose:

Under the general supervision of the Superintendent of Public Works, provides municipal engineering services to the Town. Assists the Department of Public Works and town boards/departments in matters relating to the design and inspection of public works construction and other related engineering matters. Responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control. Performs varied and responsible duties requiring a thorough knowledge of engineering principles and departmental operations exercising judgment and initiative in completing tasks, particularly in situations not clearly defined by precedent or established procedures. Incumbent is called upon to handle a significant amount of details, each varying from the other in substance and content, requiring incumbent to approach workload with flexibility.

Supervision:

Supervision Scope: Performs highly responsible and complex work requiring the exercise of independent judgment in leading the design, construction and maintenance activities for all engineering projects.

Supervision Received: Works under the direction of the Director of Public Works.

Supervision Given: Manages outside contractors and consultants (i.e. Sewer design, road design, drainage system design, computer consultants, survey crews, etc.) in the performance of engineering projects. Occasionally supervises Co-op students.

Job Environment:

Work is performed under typical office conditions; exposure to variable outdoor weather conditions and hazards associated with construction sites is required.

Regularly operates an automobile/light truck, computer, telephone, and standard office equipment.

Makes frequent contacts requiring perceptiveness and discretion with other town officials, town boards and commissions, local, state and federal agencies, engineers, attorneys, architects, contractors, consultants, and with the general public. Communicates in person, by telephone, by facsimile, two-way radio and in writing and involves discussing highly technical information. Contacts require persuasiveness and resourcefulness to influence the behavior of others.

Has access to bid-proposal information which is confidential and which requires the application of appropriate judgment, discretion and professional protocols.

Errors could result in lower standards of service, sub-standard construction and inadequate maintenance programs with consequent danger to public safety, and excessive costs for the Town. Errors can increase the probability of lengthy and costly litigation and can add greatly to the cost of construction projects.

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Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Oversees and performs engineering including feasibility studies, evaluations, design and construction projects for the Department of Public Works; oversees engineering services and other technical assistance to all other town departments engaged in capital projects as required.

Directs the preparation of documents for competitive bidding; evaluates bids and recommends contract awards.

Works with Department of Public Works staff to implement facility improvements in the DPW including procurement of material and equipment and direction on construction and installation.

Works with engineering consultants and contractors on design and construction projects, including design review, budget and schedule management, resolving design conflicts and maintaining compliance with plans and specifications.

Identifies the need for, and supervises the preparation of, plans and other documents required when construction projects necessitate land takings or easements; makes recommendations to the Planning Board concerning the release or reduction of performance bonds.

Conducts or participates in public hearings and informational meetings concerning construction projects, takings and easements, federally funded program opportunities and other public information requirements; represents the Town's interests at meetings with local, state, and federal agencies, and public utilities.

Answers citizens questions, investigates complaints, provides information on rules and regulations and formulates plans with citizen input to effectively deal with neighborhood concerns.

As directed, furnishes layouts, estimates and engineering data to various Town agencies in connection with Town Meeting warrant articles and/or federal grant applications.

Prepares conceptual plans and detailed cost estimates for water, sewer, stormwater and road projects for federal and state grants which may result in outside funding.

Directs the maintenance of the official Town street maps; records drawings detailing street layouts and storm drainage, water and sewer systems.

Reviews proposals and attends hearings for all applications to the Board of Health for new and additional construction in the Water Protection District; advises Board on matters as requested.

Provides technical assistance to the Board of Selectmen, Planning Board, Conservation Commission and Board of Health as requested.

Organizes, updates and manages the computerized geographic information system and use of the computerized mapping systems developed by the Department of Public Works.

Assists in the development of policies for adoption by the Public Works Commission. Proposes and presents approval amendments to traffic rules and regulations. Performs associated engineering studies.

Attends seminars on various work related topics to keep abreast of current trends and to improve competence and skill.

Performs special projects and related responsibilities as initiated and requested.

Performs other related duties as required, directed or as the situation dictates.

Regular attendance at the workplace is required.

Recommended Minimum Qualifications:

Education, Training and Experience:

Bachelor's degree in civil engineering required; five - ten years progressively responsible experience in public works design and construction, preferably in a municipal setting; or any equivalent combination of education and experience. Experience in plan review, utility inspection, budget review, development and implementation.

Special Requirements:

Engineer in Training Certification. Professional Engineer Registration preferred.

Valid motor vehicle operator's license.

Experience/proficiency in AutoCAD and Arc View GIS system, as well as basic computer skills.

Knowledge, Ability and Skill:

Knowledge: Extensive knowledge in the application of civil engineering and surveying skills to public works projects; thorough knowledge of local, state, and federal laws and regulations governing the municipal infrastructure; considerable knowledge and experience in evaluation, planning design, construction, materials and operations associated with roads, drainage, sanitary landfills, water and sewer systems.

Ability: Ability to analyze construction-related technical problems, and to make decisions that will develop practical economical solutions; ability to supervise civil engineers and create a good working environment; ability to prepare and manage budgets; ability to interact well with the public (either on an individual basis or in a larger forum). Ability to communicate effectively both verbally and in writing. Ability to communicate tactfully with the public, co-workers, other employees, departments, officials and other agencies. Ability to fairly, tactfully and impartially

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obtain contractor compliance with project plans, specifications, standards, schedules and budgets. Ability to supervise multiple DPW and private contractor work crews and to work effectively under time constraints to meet deadlines.

Skill: Skill in operating above mentioned equipment including the operation of surveying instruments, use of computers and calculators and in drafting techniques and procedures.

Physical Requirements:

The physical demands described here are representative of those that must be met by and employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee is regularly required to walk, stand, sit, talk and hear. Uses hands to finger, handles, feels or operates objects, tools and controls and reach with hands and arms. Employee may infrequently lift and/or move objects weighing up to 60 pounds such as tools, equipment (including survey equipment), supplies, etc. Employee must be able to access all levels of a construction site and traverse uneven terrain. Vision and hearing at or correctable to normal ranges.

While performing site inspection/observation and other field responsibilities, employee is frequently exposed to variable outdoor weather conditions and the hazards associated with construction sites and public works projects.

Normal office work is performed in a moderately noisy work environment, with constant interruptions. Frequently subjected to the demands of other individuals and the volume and /or rapidity with which tasks must be accomplished.

Operates computer, printer, video display terminal, typewriter, calculator, telephone, copier, facsimile machine, and all other standard office equipment requiring eye-hand coordination and finger dexterity. Balancing, crouching, grasping, pulling, reaching and stooping may also be required.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)