USE OF MODEL MUNICIPAL JOB DESCRIPTIONS

**Important Disclaimer:**

These model municipal job descriptions are provided to member towns/cities for use as a guideline and template for the creation of, or revision to, the town’s/city’s job descriptions. We have attempted to present comprehensive model municipal job descriptions, including all legally required aspects of each job. Those towns/cities who have labor unions may have to negotiate the implementation, or the impact, of these model municipal job descriptions.

**[Town/City] of \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**[Town/City] Engineer**

**Job Description**

|  |  |  |  |
| --- | --- | --- | --- |
| **Title:** | **[Town/City] Engineer** | **Number/Code:** |  |
|  |  |  |  |
| **FLSA:** | **EXEMPT** | **Salary Range:** |  |
|  |  |  |  |
| **Union:** | **N/A** | **Created:** |  |
|  |  |  |  |
| **Revised:** |  | **Revision No.** |  |

**Elected \_\_ Appointed \_\_ Hired \_\_**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**General Summary:**

Performs a variety of technical, supervisory and professional work in oversight and control of [insert engineering unit or engineering activities]. Responsible for the design, construction and inspection of public works projects and facilities, and the review of private land developments and associated infrastructure work. Provides engineering consulting services to all boards, commissions, departments and divisions.

**Supervision Received:**

Receives general direction from Director of Public Works.

**Supervision Given:**

Supervises the following departments/divisions:

Supervises [insert engineering unit/subordinate employees].

**Examples of Essential Functions:**

# Plans, coordinates, supervises and evaluates [engineering unit or “engineering activities”].

1. Develops policies and procedures for [the engineering unit or “engineering activities”] as necessary to ensure efficient operation or implements directives from the Director of Public Works.
2. Plans, prioritizes and schedules engineering and related work; assists in setting goals and objectives for Department of Public Works and [Town/City].
3. Directs and supervises the design, review and inspection of the construction of structures and facilities such as roads, buildings, bridges, recreational facilities, sewer and drainage systems; evaluates results, and initiates changes in design criteria, specifications, policies and procedures.
4. Reviews private land development proposals for conformance to [Town/City] regulations and prescribed engineering standards.
5. Prepares [or “Directs, supervises and assists in the preparation of”] plans, specifications and cost estimates for proposed public works projects; performs [or “directs, supervises and assists in the performance of”] comprehensive engineering studies for review by governmental agencies; coordinates project work with other local, State and Federal agencies.
6. Acts as resident engineer on contract and FORCE account construction projects; performs regular review and inspection of public works projects in progress; reviews and makes recommendations on change orders; recommends acceptance of work performed by private contractors upon completion of specified tasks.
7. Prepares [ or “Directs and supervises the preparation of”] permit applications and periodic testing and/or reports to State agencies such as the Department of Energy and Environmental Protection and Department of Transportation.
8. Provides engineering assistance to Department of Public Works; assists with land record research for Department projects regarding rights of way and easements.
9. Assists in the technical review of plans for Subdivision, Site Plan and Special Permit construction; prepares related surety bond estimates; meets and confers with developers, builders, consultants, engineers, government officials and citizens to assist in resolution of project concerns.
10. Assists in the review of, and preparation of revisions to, local land use regulations; attends [insert zoning commission name] meetings as necessary.
11. Assists in the preparation of a proposed annual budget for the Department of Public Works; assists in the implementation of the Department's adopted budget.
12. Supervises and assists in the selection, training, assignment, scheduling, evaluation and discipline of [insert engineering unit] employees.
13. Prepares, submits and presents narrative and statistical reports to [chief administrative/executive officer] and/or Director of Public Works; attends meetings of [insert appropriate committees, commissions and legislative body].
14. Maintains positive working relationships with developers, builders, consultants, engineers and government officials and citizens.
15. Attends seminars and conferences, and participates in professional engineering and public administration activities to remain current on developments in relevant fields.
16. Identifies and pursues funding and other resources; directs, reviews, drafts as necessary, and approves grant proposal packages; assists in the preparation, review and administration of vendor contracts and agreements.

**Other Job Functions:**

1. Perform all related work as needed.

**Minimum Qualifications:**

**Education & Experience:**

1. Graduation from an accredited college or university with a Bachelor's degree in Civil Engineering.
2. \_\_ years of increasingly responsible experience in the civil engineering field, including a minimum of \_\_\_ years of supervisory experience at a project, unit or division level.
3. Construction management.
4. Suitable experience may be substituted for education attainment if deemed appropriate by the [Town/City Manager] or his/her designee.

**Knowledge, Skill and Ability:**

1. Thorough knowledge of principles and practices of civil engineering.
2. Thorough knowledge of construction contract administration and cost estimating.
3. Considerable knowledge of the applicable policies, laws and regulations affecting engineering activities.
4. Considerable knowledge of land surveying and soils.
5. Considerable knowledge of the principles and practices of public administration.
6. Skill in financial and human capital management.
7. Skill in the use of computers, including [insert software].
8. Ability to plan, organize, direct and evaluate work of municipal engineering activities.
9. Ability to understand and resolve complex engineering problems.
10. Ability to conduct studies and prepare detailed reports, plans and specification, and communicate highly technical engineering information to laymen.
11. Ability to compose clear and correct written correspondence and reports; ability to maintain appropriate working relationships with, and effectively present information and respond to questions from, public officials, employees, developers, contractors, property owners and the general public.
12. Ability to maintain positive working relationships with developers, builders, consultants, engineers and government officials and citizens.
13. Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures and government regulations.

**Additional Eligibility Requirements:**

1. Connecticut Professional Engineer License.
2. Connecticut Land Surveyor License [preferred].
3. Valid, active Motor Vehicle Operator’s license required.

**Physical Demands:**

The physical demands here are representative of those that must be met by an 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.

While performing the essential functions of this job, the employee is frequently required to stand, walk; use hands and fingers, handle or operate objects, controls or standard office equipment, reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must frequently lift and/or move up to **X** pounds, and occasionally lift or move up to **Y** pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Work Environment:**

This job operates in a professional office environment with [regular or occasional] related field work. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

While performing the duties of this job, the employee may occasionally work in outside weather conditions. The employee may occasionally work near moving mechanical parts; in precarious places; may occasionally be exposed to wet and/or humid conditions, extreme cold, extreme heat, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually quiet in the office, and moderately noisy to noisy in the field.

**Position Type/Expected Hours of Work:**

This position is [choose one]:

[at will]

[collective bargaining unit member]

[town contract]

[elected]

This is a full time position and hours of work and days are \_\_\_\_\_\_\_\_\_. This position [occasionally/regularly] requires long hours beyond those scheduled hours, including evening and weekend work as job duties demand.

**Travel:**

Travel is primarily local during the business day, although some out of the area travel and overnight may be expected for conferences and seminars.

**Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of functions, activities, duties or responsibilities that are required of the employee for this job. Functions, duties, responsibilities and activities may change at any time with or without notice.

EEOC STATEMENT:

It is the policy of the [Town/City] of \_\_\_\_\_\_\_\_\_ to provide equal employment opportunity to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, the [Town/City] of \_\_\_\_\_\_\_\_\_ will provide reasonable accommodations, that do not present an undue hardship, for qualified individuals with disabilities.