

The Town of New Milford is hiring! We are currently accepting applications for the position of Design/Civil Engineer. Design Engineer is responsible for conducting safe, effective and efficient engineering work involving the performance of a variety of engineering duties in support of the Town's Capital Improvement Program for roads, bridges, traffic, stormwater, sewer, Town facilities, and other public works infrastructure. This position is highly accountable for road design and will perform office civil engineering activities requiring the application of engineering principles and methods associated with the design of Public Works road, bridge, culvert and other transportation projects. Duties involve technical and analytical work in estimating and preparing preliminary and final contract documents, specifications, quantity and estimates for Town improvement projects. The work includes researching Capital Projects for presentation to Mayor/Council/Committees, assisting in the establishment of Capital and Operating Budgets, assisting with hiring, assigning and evaluating work to staff, establishing design parameters and alternatives, review of complex engineering designs and specifications, ensuring the completion of design and tendering of approved Capital Projects, estimating project costs, assisting in construction/project management and producing record drawings. Qualified and interested candidates should send a complete a Town of New Milford employment application, resume and cover letter to: Greg Bollaro – Personnel Director, Town of New Milford, 10 Main Street, New Milford, CT. 06776, Gbollaro@newmilford.org. No Faxed applications will be accepted. EEOC

Town of New Milford

JOB CLASSIFICATION DESCRIPTION

Job Title: Design Engineer/Civil Engineer

Salary Group: 6 (\$86,961- \$117,109)

B.U: Non-Union

FLSA: Exempt

Job Summary: The Design Engineer is responsible for conducting safe, effective and efficient engineering work involving the performance of a variety of engineering duties in support of the Town's Capital Improvement Program for roads, bridges, traffic, stormwater, sewer, Town facilities, and other public works infrastructure. This position is highly accountable for road design and will perform office civil engineering activities requiring the application of engineering principles and methods associated with the design of Public Works road, bridge, culvert and other transportation projects. Duties involve technical and analytical work in estimating and preparing preliminary and final contract documents, specifications, quantity and estimates for Town improvement projects. The work includes researching Capital Projects for presentation to Mayor/Council/Committees, assisting in the establishment of Capital and Operating Budgets, assisting with hiring, assigning and evaluating work to staff, establishing design parameters and alternatives, review of complex engineering designs and specifications, ensuring the completion of design and tendering of approved Capital Projects, estimating project costs, assisting in construction/project management and producing record drawings.

Supervision Received: Reports to the Town Engineer

Supervision Exercised: Directs engineering department and contract staff as assigned.

Essential Job Functions:

- Performs engineering work including: field surveys, public improvement design, drafting, specification preparation, construction layout, inspection, documentation, permit preparation, and responding to informational requests from the staff, residents, engineers, surveyors, contractors and assists in coordinating with Public Works, and non-Town agencies (DOT, CL&P, DEP) for the initiation of Town projects;
- Assists Town Engineer in the inspection of construction and the design of road and drainage improvements; provides various construction inspections including documentation to Town Engineer to ensure compliance with good public works practices and contract provisions;

- Resolves construction field or office problems by visiting site to understand scope of problem, interpreting construction drawings or specifications, analyzing issues and implications of resolution, and conveying solutions to personnel in the field;
- Participate in the initial planning of projects to be proposed and make recommendations to assist assigned management staff in establishing schedules and budgets;
- Performs design, construction estimation and scheduling of various public works construction projects; assists the Town Engineer in the documentation, investigation, and solutions to road and drainage problems identified to the department by Town residents and officials;
- Prepare engineering designs, specifications, costs and quantity estimates of public work projects; obtain required easements or permits for streets, bridges, drainage, sewer, facilities, and other public works projects within Town, State and Federal guidelines not limited to all Federal and State Statutes and Town ordinances;
- Prepare requests for proposals and bids; review contract bids and proposals; under the direction of Town Engineer assist in the coordination and review of consultants' design work while staying within budget and time constraints;
- Exercise professional engineering judgment in accordance with current accepted practice of civil engineering and appropriate laws and codes;
- Prepare and/or review the adequacy and accuracy of computations, preliminary layout and design work from field and survey data;
- Designs roads and other public works projects using AutoCAD, Civil 3D and other engineering software.
- Provide assistance to construction inspectors in the interpretation of plans and resolution of problems during construction; review as-built plans to ensure compliance with original plans and specifications;
- Works with the Road Construction Supervisor in administrating capital road projects;
- Assists in the hiring, assignment, and evaluation of work for assigned engineering staff and outside contractors;
- Performs related duties that are necessary and appropriate as assigned.

Knowledge, Skills and Abilities:

- Demonstrated knowledge of civil engineering practices and procedures as well as inspection procedures as applied to public works activities;
- Demonstrated knowledge and experience with computers including word processing, spread sheets, data bases and AutoCAD;
- Demonstrated knowledge of engineering and architectural procedures in public works construction and operation, and road and highway maintenance;
- Demonstrated knowledge of and success applying principles of hydraulics, hydrology, and civil or soils engineering; knowledge of principles, practices, and methods of design, construction and maintenance of building and road construction;
- Demonstrated knowledge of and success applying relevant State and federal laws, statutes, and regulations; with considerable knowledge of relevant Town policies and procedures;
- Demonstrated knowledge and experience with construction methods, materials and equipment;
- Demonstrated knowledge of construction and maintenance equipment; knowledge of mathematical principles applied to land surveying;
- Knowledge of municipal operations and their budgetary impact;
- Knowledge of practices and methods for controlling floods and encroachments on river channels;
- Demonstrated knowledge of laws and regulations related to public works programs and responsibilities;
- Demonstrated knowledge of the methods, materials, tools and equipment utilized in providing public works services and in the operation of public works facilities;
- Demonstrated knowledge of the principles and practices of civil engineering and land surveying;
- Demonstrated interpersonal skills; oral and written communication skills; ability to access and process information contained in file records and computer databases;

- Demonstrated experience hiring managing, performance reviews and terminating staff, contractors or outside engineers.
- Demonstrated ability to apply principles of public works administration to define problems, collect data, establish facts, and draw valid conclusions;
- Demonstrated ability to apply the principles of construction inspection to solve practical field problems;
- Demonstrated ability to work cooperatively and clearly communicate engineering concepts to lay persons such as boards, commissions and the public; ability to give clear, concise written and oral instructions and work effectively with The Mayor, Town Council Members, staff, superiors and the general public;
- Demonstrated success and proven ability to make accurate cost estimates;
- Demonstrated ability to operate engineering equipment;
- Demonstrated ability to use computerized engineering systems and applications;

Minimum Qualifications:

Bachelor's degree from an accredited college or university in Civil Engineering or related field plus four (4) years of progressively responsible municipal engineering design experience and construction with at least two (2) years in road and drainage design and construction. Incumbents in this class must obtain a Professional Engineer's Certificate for the State of Connecticut within one (1) year from date of appointment. Incumbents in this position may be required to travel, Incumbents are required to possess and retain a valid Motor Vehicle Operator's license.

Working Conditions, Physical and Mental Requirements: Incumbents in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination may be required.

Frequency: Place an “X” in each box that is appropriate to your job.

NEVER (N)	OCCASIONALLY (O)				FREQUENTLY (F)				CONSTANTLY (C)				
0 % of Shift	1-33% of Shift				34-66% of Shift				67-100% of Shift				
Frequency:	N	O	F	C	Frequency:	N	O	F	C	N	O	F	C
Physical Demands:					Depth Perception								X
Standing			X		Color Distinction								X
Walking			X		Peripheral Vision								X
Sitting			X		Driving			X					
Lifting		X			Physical Strength:								
Carrying		X			Little Physical Effort (-10 lbs.)		X						
Pushing		X			Light Work (-20 lbs.)		X						
Pulling		X			Medium Work (20-50 lbs.)		X						
Climbing		X			Heavy Work (50-100 lbs.)		X						
Balancing		X			Very Heavy Work (100+ lbs.)	X							
Stooping		X			Environmental Conditions:								
Kneeling		X			Cold (50 degrees F or less)		X						
Crouching		X			Heat (90 degrees F or more)		X						
Crawling		X			Temperature Changes		X						
Reaching		X			Wetness		X						
Handling		X			Humidity		X						
Grasping		X			Extreme Noise or Vibration		X						
Twisting		X			Exposure to Chemicals		X						
Feeling			X		Exposure to Gases and Fumes		X						
Talking			X		Exposure to Unpleasant Odors		X						
Hearing				X	Exposure to Bodily Fluids	X							
Repetitive Motion			X		Exposure to Dampness		X						
Hand/Eye/Foot Coordination			X		Confinement to a Small/Restricting Area		X						
Visual Acuity/Near			X		Mechanical Hazards		X						
Visual Acuity/Far			X		Physical Danger		X						

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified.

The Town of New Milford is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the Town when necessary.

DRAFT UNTIL APPROVED BY TOWN COUNCIL

Drafted by Personnel 8/21/2018
 Approved by Town Council 9/24/2018