

## Town Engineer

The Town of New Milford is accepting applications for the position of Town Engineer. All qualified applicants should send their resume and application to Greg Bollaro, Director of Personnel: 10 Main Street, New Milford, CT 06776. EEO. See below for full job description. **Closing Date: 8/31/18**

### Town of New Milford

#### JOB CLASSIFICATION DESCRIPTION

**Job Title:** Town Engineer  
Non-Union

**Salary Group 7**  
FSLA- Exempt

**Job Summary:** Is responsible for leading and managing of the Town of New Milford Engineering Department, including preparation and implementation of the Town's Five Year Capital Plan for Roads. Key responsibilities include managing the design, bidding and awarding of contracts for capital improvement projects, communication and outreach to the community concerning Town construction projects, preparing and monitoring the annual roads budget and performing other administrative duties. As part of communication and outreach, this position is responsible for providing engineering reviews and services to all Town of New Milford land use departments and boards (Inland/Wetlands, Planning & Zoning), Creates and presents detailed designs to the Mayor, Town Council public, state officials and contractors. Ensures the health, welfare and safety of the citizens of New Milford through meticulous and precise engineering for Town of New Milford projects. Manage Engineering Department staff including performance reviews, hiring and terminations.

**Supervision Received:** Reports to the Mayor.

**Supervision Exercised:** May supervise support staff as assigned.

#### Essential Duties:

- Serves as the responsible engineer for the design, preparation of plans and specifications, cost estimates and bid documents for construction of capital improvement projects, including traffic related, bridge, road and drainage improvement and facility improvement projects.
- Administer the review and approval of plans for municipal and private development and stamp plans for municipal development produced in-house. Analyze proposals for technical adequacy and compliance with Town codes and ordinances, policy requirements and safety needs and/or provide direction and guidance to individuals or groups involved in the projects. Perform field inspections where necessary to ensure accuracy of design proposals.
- Train direct and supervise the engineering staff and/or consultant to ensure capital road projects are completed on time, on budget, and with expected quality for longevity. Evaluate performance and recommend disciplinary procedures as appropriate; initiate disciplinary action as required.
- Recommend contract modifications and negotiate contract changes and change orders as circumstances require, with the approval of the Mayor.
- Meet with residents, developers, consultants, and contractors to discuss projects or proposals and explain/negotiate needed changes. Review proposals with Town staff and land use committees and commissions; make public presentations.
- Attend bid openings; recommend contract awards and other actions to the Town Council.
- Conduct or supervise studies to determine future Town needs and capital improvement priorities. Review roads and other infrastructure items such as roads, bridges and traffic for operational characteristics, impacts or needed changes.

- Attend Town Council, Road Committee, and other meetings regularly, act as DPW and Town representatives and serve on boards as assigned, for example, the Department Services Team.
- Coordinates engineering work and where applicable, act as a liaison with other Town Departments, non-Town agencies (DOT, DEEP, DECD, etc.) and Utilities/contractors (Eversource/CL&P, AT&T, Charter, etc.) for the initiation, design, and coordination of Town projects. .
- Directs and manages the inspection and quality control checks on Town road drainage, facility projects and in the road and drainage portion of developments, which will become Town property.
- Responsible for the final review of subdivision road plans.
- Investigate, document, and provide solutions to road and drainage problems identified to the department by residents and officials.
- Prepare, present and operate within the annual budget for Engineering Department. Develop presentations and variance analysis as requested by Mayor and Town Council; proactively manage departmental budget cuts from state and federal funding, if needed.
- Develop, present and implement 5-Year Capital Plan for Roads and associated infrastructure as well as highlights for the Town Annual Report.
- Responsible for all permitting of municipal facilities such as solid waste transfer station, drop-site recycling facility, storm water discharge, fueling stations, vehicle wash facilities, etc.
- Monitor construction bonds for new subdivisions and takes appropriate action to ensure compliance.
- Responsible for the inventory and condition of Town-owned road, bridge, and building infrastructure.
- Responsible for the upkeep of the Town GIS and road map.
- Perform other duties as required that are necessary and appropriate.

#### **Knowledge, Skills and Abilities:**

- Demonstrated proficiency in application of modern civil engineering practices and procedures, including planning, design and permitting, as well as in depth experience in municipal engineering, construction and building codes.
- Demonstrated proficiency in inspection procedures as applied to road construction, maintenance and reconstruction, bridge design and construction.
- Demonstrated knowledge of state, federal, and local laws, standards, regulations, and ordinances as they apply to municipal projects; relate to the Division's function. This includes safety standards, design requirements, regulations and compliance including but not limited to OSHA standards, EPA, and ADA.
- Demonstrated knowledge of modern management and supervisory practices and procedures, including budgeting, personnel management, project management, risk management.
- Demonstrated ability to create and develop a long term and short term capital project plan.
- Demonstrated knowledge of project management, construction practices and methods.
- Demonstrated ability to liaison with contractors and administer contracts, including negotiation skills.
- Demonstrated ability to perform technical research involved in municipal engineering, including problem definition, data collection and analysis, and give reliable advice on issues including recommendation of best alternatives;
- Demonstrated ability to establish and maintain effective, cooperative and courteous working relationships with office staff, agencies of the State, public officials, professionals, and the general public regarding complex engineering issues, and to handle stressful interactions with the public with good judgment and tact; Demonstrated ability to create and establish a strong interaction network with other professionals in the Engineering and Public Works community for exchange of ideas and information.
- Demonstrated proficiency in oral and written communications skills; including but not limited to the ability to prepare and present written and oral reports, make recommendations, and give effective presentations. Ability to review, interpret, and disseminate technical and relevant information to Town Boards, Commissions, Officials, and applicants;
- Demonstrated, analytical, organizational, and time management skills with proven ability to meet deadlines;

- Demonstrated ability to work in an office setting subject to continuous interruptions;
- Demonstrated ability to deal with a diversity of people in such a manner as to encourage compliance;
- Demonstrated proficiency in personal computed based spreadsheets word processing and database software, including AutoCad, Windows programs, email, Internet access, database and spreadsheet entry and reports and the ability to learn new software programs as needed (including engineering design software);
- Demonstrated ability to use Geographic Information Systems (GIS);
- This classification must be able to drive and maintain a valid driver's license throughout employment.

**Minimum Qualifications:**

- Bachelor's degree in Civil Engineering, from ABET accredited college or university
- Five (5) years of progressively increasing responsibility in municipal engineering design and construction including significant demonstrated experience in infrastructure planning, funding, design and construction
- Experience in directing, managing, and supervising.
- Must be licensed to practice as a Professional Engineer (P.E.) in the State of Connecticut
- Three (3) years of experience in road and drainage design and construction.

Demonstrated experience or training with AutoCad 2010 or newer.

**Special Requirements:** Acceptance of position will mean agreement not to engage in or be associated with, directly or indirectly, construction activities or engineering services within the town of New Milford.

**APPROVED BY THE TOWN COUNCIL – 9/24/1990**

**UPDATED – 5/13/2005**

**APPROVED BY THE TOWN COUNCIL – 2/11/2013**

**APPROVED BY THE TOWN COUNCIL – 6/22/2015**

**APPROVED BY THE TOWN COUNCIL – 8/13/2018**

**Working Conditions, Physical and Mental Requirements:** Employees appointed to positions 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.**

<b>NEVER (N)</b>	<b>OCCASIONALLY (O)</b>				<b>FREQUENTLY (F)</b>				<b>CONSTANTLY (C)</b>				
0 % of Shift	1-33% of Shift				34-66% of Shift				67-100% of Shift				
<b>Frequency:</b>	<b>N</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>Frequency:</b>	<b>N</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>N</b>	<b>O</b>	<b>F</b>	<b>C</b>
<b>Physical Demands:</b>					Depth Perception		X						
Standing		X			Color Distinction								X
Walking		X			Peripheral Vision								
Sitting			X		Driving		X						
Lifting		X			<b>Physical Strength:</b>								
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			<b>Environmental Conditions:</b>								
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.