



## **Assistant Town Engineer**

The Town of Stratford is currently accepting applications for the position of Assistant Town Engineer.

### **GENERAL DESCRIPTION:**

This is responsible supervisory and technical work providing technical engineering services for a variety of municipal needs for work needing design, review and inspection of civil and environmental engineering projects and other matters requiring engineering evaluation. This work requires that the employee have considerable knowledge of civil and environmental engineering principles, understands the application of engineering design to planning, designing and field construction, and possess administrative skills.

The work includes coordinating work assignments for staff, assisting the public, researching technical questions, performing design, performing calculations, overseeing building energy system usage, making drawings, reviewing plans, overseeing construction projects, instructing contractors on specifications, involvement in the division record keeping / permitting system and implementing policies.

### **SUPERVISION RECEIVED:**

Works under the general supervision of the Town Engineer.

### **EXAMPLES OF DUTIES:**

In the absence of the Town Engineer, will assume this role (includes Town Emergencies/Activities, Meetings).

Assigns work tasks to subordinate staff, coordinates and monitors work progress on a daily basis. Gives input on performance of subordinates.

Evaluates field conditions, makes measurements and makes recommendations.

Utilizes equipment and software to: make computations, track performance, perform CADD, complete recording keeping and communicate with staff and citizenry or to otherwise further the work of the Engineering Division.

Draws plans and details, map production and editing for municipal projects.

Performs office calculations for project work including hydraulic and hydrological analysis, building energy use, stormwater best management practices treatment, site grading, quantities and other computations.

Prepares cost estimates.

Oversees municipal facility records filing, tracking and updating.

Examples of duties needed for a variety of projects for example: site and drainage, energy systems, stormwater quality for MS4 compliance, underground tanks, sewers, landfill, brownfield remediation or other such municipal projects.

Assists in development, operation, updating of all software systems in use or to be used by the department.

Assists public by researching records, answering questions and making copies or digital scans.

Informs contractors of Town specifications for construction work and of safety procedures for construction areas; may inspect construction in absence of inspector.

Attends progress meetings, conducts shop drawing reviews, request for information and change order reviews, payment recommendation reviews.

Reviews plans prepared by others and makes comments and recommendations.

Keeps daily activity records and prepares reports.

Gives input on and implements municipal engineering policies, goals and objectives.

Develops presentations and assists with conducting presentations for public informational meetings.

May attend public meetings with, or in absence of, the Town Engineer.

Performs related work as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Considerable knowledge of the theory, principles and practices of civil and environmental engineering design and as it pertains to municipal projects.

Good knowledge of stormwater quality and quantity control techniques, especially as it relates to stormwater ordinances and permits.

Good knowledge of building energy systems, energy conservation and energy efficiency.

Good knowledge of state and federal environmental regulations regarding municipal infrastructure.

Good knowledge of Town ordinances pertaining to Town property, sanitary and storm sewerage and other ordinances pertaining to division's area of responsibility.

Considerable ability to understand engineering plans and specifications and to administer construction for conformance with engineering standards and field conditions.

Considerable ability to problem solve during design, during construction and during day to day activities as issues arise.

Good ability to plan the work of staff engaged in office tasks, construction inspection and survey associated with construction projects.

Good ability to communicate effectively, orally and in writing.

Considerable ability to establish and maintain effective working relationships with contractors, utility companies, superiors, subordinates and the general public.

**QUALIFICATIONS:**

A four year degree from a recognized college in Engineering plus at least four years of engineering technical experience. Shall possess a Professional Engineer license in the state of Connecticut. Experience working on site design, environmental engineering, electrical/mechanical energy systems, utility design, structures, or a combination of these is preferred.

Shall have experience with AutoCAD, Office products, GIS, hydraulic engineering software.

**SPECIAL REQUIREMENTS:**

Must have a license issued by the State of Connecticut as a Professional Civil Engineer.

Must have a valid CT driver's license.

Will be required to travel short distances on business.