

TITLE: TOWN ENGINEER

GENERAL DESCRIPTION:

This involves very responsible administrative and technical work directing a municipal engineering office and providing technical, staff engineering support.

Work involves responsibility for planning, directing and supervising civil engineering activities such as design, review and inspection. Duties include review and recommendation of subdivision site plans, supervision of construction, engineering service rendered to the municipality, and the recommendation and implementation of municipal civil engineering goals and objectives. This position also has the responsibility for making difficult civil engineering technical decisions. The work requires that the employee have considerable knowledge, skill and ability in every phase of civil engineering work.

The position requires representation of the Town of North Haven, as may be required by the First Selectman, at meetings of the South Central Regional Council of Governments (SCRCOG) Transportation Committee, and in working with SCRCOG, Federal Highway Administration and Connecticut Department of Transportation staff on Town highway and bridge projects funded through their agencies. The Town Engineer will be required to work closely with the first Selectman on large-scale development private projects, especially those projects involving the Army Corps of Engineers, Environmental Protection Agency, Connecticut Department of Transportation, Connecticut Department of Environmental Protection and other relevant federal and state agencies. The work will require implementation of action items assigned to the Town Engineer by the Town's Plan of Conservation and Development.

SUPERVISION RECEIVED:

Reports to the First Selectman. The First Selectman may designate day to day supervision.

EXAMPLES OF DUTIES:

Directs the operations of the Engineering Office and administers and evaluates the design of engineering projects, the review of engineering plans, the drafting of specifications, the inspection of engineering projects under construction and the provision of engineering technical assistance.

Administers the issuance of various street construction and repair permits such as street excavation and permanent pavement restoration.

Provides professional engineering staff services to Town boards, commissions and departments and attends meetings as may be necessary.

Reviews the engineering details of site plans and subdivisions, determines site bonding requirements.

Administers the inspection of residential and industrial subdivision roads for conformity with Town specifications.

Writes specifications for engineering projects.

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Confers with federal, state, regional agencies, utilities and other municipalities on civil engineering programs and problems as well as sanitary sewer and water systems.

Maintains a variety of records and prepares reports.

Attends SCRCOG Transportation Committee meetings and works with their staff on projects funded through the SCRCOG.

Confers with Town officials, contractors and the public to provide information and to resolve problems.

Evaluates Town Plan of Development and prepares recommendations to the Planning and Zoning Commission.

Drafts office budget and controls accounts for funds within fund allocations; provides input to Town's capital budget on road construction, repairs, improvements and other municipal construction projects.

Administers flood insurance program and related regulations.

Performs related work as required.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of municipal civil engineering principles and practices.

Considerable knowledge of road building, bridge construction and drainage problems and their solutions.

Considerable ability in oral and written communications.

Thorough civil engineering design ability, especially in drainage and hydraulics.

Considerable ability to enforce professional and engineering standards with firmness and tact.

Considerable ability to establish and maintain effective working relationships with superiors, associates, subordinates, consultants, contractors, and the general public. Considerable experience in working with federal, state and local government agencies on engineering projects involving road, building, bridge and drainage construction.

#### QUALIFICATIONS:

A bachelor's degree in civil engineering from a recognized college or university plus five years of progressively responsible civil engineering experience including some supervisory experience.

#### SPECIAL REQUIREMENTS:

Must be a licensed Professional Civil Engineer. If not licensed specifically in the State of Connecticut then must obtain such license within six (6) months of employment.