Position Purpose:
The purposes of this position are to perform engineering, survey, design, drafting and mapping work for public works construction projects and provide technical assistance and performs lead work in the design, construction and inspection of public works construction projects.

Supervision
Supervision Received: Works under the general direction of the Town Engineer; follows best practices, laws, rules, regulations, policies and procedures.

Job Environment:
Work is performed in an office, the highway maintenance facilities, at residential, commercial and industrial locations, near or on standing and moving water, in vehicles and equipment and on outdoor job sites in routine, storm and emergency conditions. Work must be performed outdoors throughout the year and under all conditions. May come in contact with many different hazards such as operating machinery and equipment, electrical power, fires, toxic materials, chemicals, fumes above and below grade and in otherwise hazardous conditions; may be exposed to germs and blood-borne pathogens.

Requires the frequent operation of light trucks, office and mobile telephones, two-way radios, computer, selected job related computer applications, engineering tools, some common office equipment, and occasionally power tools and hand tools.

Contacts are with many different kinds of people including the general public, suppliers, municipal personnel, land owners and facility representatives; Communication is frequently in person, over the telephone, two-way radio, and in writing.

Errors could result in the significant delay and/or serious loss of services, damage to public and private property, facilities, buildings, equipment, and physical/emotional harm to residents and other individuals or groups. Negligence in the performance of responsibilities and duties is likely to have legal ramifications and create monetary loss to the Town.

Essential Functions:
(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)
- Assists on survey crew as instrument or rod person using established surveying procedures in performing public works construction and land survey work.

- Performs stake out for various Town projects

- Responsible for the proper care and maintenance of survey instruments and equipment.

- Prepares and provides technical assistance in developing reports, plans, specifications, designs and cost estimates for public works projects.

- Utilizes AutoCAD, GIS, Hydro CAD and other engineering software in developing maps and plans from surveyor notes, maps, deeds, and related information

- Prepares sketches, maps and reports

- Assists with scheduling and coordinating contractor work for public works projects under the general direction of the Town Engineer.

- Issues permits for construction work within Town right-of-way and makes follow-up inspections to assure compliance with regulations.

- Performs complex mathematical computations in survey, design and estimating work.

- Performs administrative and field work as directed by supervisor.

Other Functions:

- Assists and may lead in inspection of public works construction projects to ensure conformity with construction, design, material specifications or repair work.

- Assists the public by providing information and technical assistance regarding permits, construction activity and rights-of-way questions.

- Issues permits for construction of driveway and excavation work; performs related inspections and approves or denies work.

- Processes and records permit fees as income

Minimum Required Qualifications:
Education, Training and Experience:
Associate's degree in Civil Engineering or a closely related field, and two years' experience in the field of engineering CAD drafting and land surveying. Relevant work experience may be substituted for the educational requirement on a year-for-year basis. The applicant should possess a working knowledge of Microsoft Word, Excel, Civil Engineering principles and practices and the ability to use drafting equipment, survey equipment and engineering software.

Special Requirements:
Must have and maintain a valid driver's license

Knowledge, Ability and Skill:
Knowledge. Must have and demonstrate a strong knowledge and proficiency in the use of AutoCAD, GIS, Hydro CAD and other engineering software.

Ability. Must have the ability to provide instructions, effectively supervise and direct personnel in multiple operations and to create and maintain a constructive interpersonal work environment; must be able to communicate effectively with the public, other employees and other agencies in a courteous manner; must be able to prepare and evaluate specifications; must be able to create, read and correctly apply engineering plans and specifications; and apply appropriate judgment when implementing courses of conduct to achieve desired outcomes.

Skill. Must be able to skillfully and safely operate an automobile and/or light truck in all weather conditions; must be skilled in utilization of engineering tools and survey equipment; must be skilled in developing and maintaining good public relations for the department.

Physical and Mental Requirements:
While performing the functions of this job the employee is required to stand, walk construction sites and sit for extended periods. The employee is required to use hands to finger, handle, or feel objects, or controls and reaches with hands and arms. Specific vision abilities required include the ability to accurately distinguish the intended meaning of color usage, close, medium and distance vision, depth perception and the ability to adjust focus associated with operating a motor vehicle, using a computer and/or reading plans and specifications. The employee must be able to hear normal sounds, distinguish sound as voice patterns and communicate through human speech using American English; ability to lift up to 60 lbs.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)