Town of Guilford
ASSISTANT TOWN ENGINEER

EXEMPT: YES
DEPARTMENT: ENGINEERING
REPORTS TO: TOWN ENGINEER
LOCATION: 50 BOSTON STREET
HOURS: 8:30 AM – 4:30 PM
PREPARED BY: Mitchell R. Goldblatt
APPROVED BY: Matthew T. Hoey, III

POSITION SUMMARY:
Implements policies, objectives and goals for the Engineering Department. Assists the Town Engineer in the application of principles, methods, and techniques of Town Engineering Technology. Represented by the Guilford Employee Association (GEA).

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responsible for the survey, design, plan preparation, contract specification/report writing, cost estimation, construction engineering support, inspection and public relations for infrastructure construction.

- Acts as project manager for engineering contracts and construction projects including roads, bridges, marine, and park facilities.

- Reviews and issues permits for residential construction/improvement in accordance with road and flood ordinances.

- Works in conjunction with the Town Engineer in carrying out administrative duties.

- Provides engineering guidance for infrastructure maintenance for the Public Works Director and construction engineering support for Public Works crew in department operation and the construction of capital improvement projects.

- Performs and supervises field and construction surveys with electronic total station surveying equipment.

- Assists Town Engineer at public hearings and municipal commission meetings in obtaining permits and approval for infrastructure improvements.

- Responsible for managing and reporting Stormwater Compliance for the Town for Industrial Permits and Town wide permits.

- Assists in administering Town Flood, Road, Solid Waste, and Storm Water Ordinances.
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- Writes legal descriptions for dedications, annexations, local improvement districts, easements or condemnations.

- Assists in oversight of operations of the Waste Transfer Station and Recycling Center.

- Manages and designs projects in compliance with all local, state and federal regulatory requirements

- Conducts material testing and analysis.

- Reviews property and street line mapping for accuracy and completeness of metes and bounds.

- Calculates dimensions, profile specifications, and quantities of materials such as earthwork, pipe, concrete, asphalt, landscape and miscellaneous items.

- Coordinate sidewalk inspection, maintenance and enforcement programs.

- Assist in the development of pavement management systems.

- Prepares bond estimates for new subdivisions or other special projects.

- Edits and augments infrastructure layers to the Geographic Information System. Prepare GIS graphics and documents to support reports.

- Reviews subdivision and commercial property development proposals for commissions.

- Inspects infrastructure construction for property developments in accordance with design specifications, ordinances and codes.

- Interfaces with State and Federal agencies in administering capital improvement projects.

- Schedules department construction inspections, field, and office work so that tasks are completed efficiently and on time.

- Designs and supervises construction of athletic fields, marina facilities and other municipal facilities.

- Investigates complaints from citizens.

- Complies with all applicable health and safety rules and regulations to this position.

- Performs other duties as assigned, including working remotely, if required..
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KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of local government and the structure of the Town of Guilford.

- Knowledge of state laws, town ordinances, regulations and procedures.

- Knowledge of principles and practices of civil engineering including surveying, design and inspection techniques and procedures as applied to infrastructure projects.

- Knowledge of Autodesk and GIS systems.

- Knowledge in computer drafting of construction drawings.

- Knowledge in the operation of a personal computer, office equipment, civil engineering CAD software packages, Microsoft Word, Excel, and Power Point and maintaining office electronic data and written filing systems.

- Skills in surveying land with electronic total station surveying equipment.

- Skills in designing roads, transportation structures, and drainage systems

- Ability to translate field survey data to precise engineering drawings using CAD and GIS.

- Ability to set and complete field surveys for road construction and site development of municipal projects.

- Ability to read, analyze and interpret technical procedures and documents, mapping, topographical and geographical data and maps engineering and architectural drawings and specifications, rules and regulations, policies and ordinances.

- Ability to research and compose correspondence to Town Officials, employees, general public and state, regional and local agencies.

- Ability to work with standard office equipment including, but not limited to copy machine, fax machine, and multi-line phone system.

- Ability to communicate clearly and concisely, and to follow both oral and written communication.

- Ability to work independently, including remotely, and adhere to prescribed routines.

- Ability to comply with all applicable federal, state, and local safety and health regulations, that would apply to this job.
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- Ability to operate a personal computer, office equipment and software packages.

- Ability to establish and maintain effective working relationships with town officials, employees, department staff, general public and state, regional and local agencies.

- Ability to prioritize and handle multiple tasks in a changing work environment.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee successfully performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Considerable physical effort required in walking, standing and climbing while performing field surveying. Work is performed under varied conditions involving some disagreeable factors as climatic conditions, dirt and dust, exposure to normal construction hazards while supervising projects and inspecting public facilities. Ability to lift/carry surveying equipment up to fifty (50) pounds. Ability to climb ladders, bend and crawl in making field and construction inspections. Frequent road travel, regular exposure to computer screen. Considerable stress involved in meeting deadlines with severe time constraints, frequent interruptions and in interacting with the public and other workers.

EDUCATION AND EXPERIENCE:

- Bachelor’s Degree in Civil Engineering plus three (3) years of related experience in government or private engineering, or construction, or equivalent combination of education and experience.

- Professional Engineer (PE) license valid in the State of Connecticut preferred

- Valid Connecticut Motor Vehicle Operator’s License.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Job requires frequent interaction with public, contractors and other town employees. While performing the duties of this job, the employee is often exposed to outside weather conditions. The noise level in the work environment is usually moderate, but at times could be loud.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties may be required.