

TOWN OF EXETER

JOB TITLE: Assistant Engineer

Revised 09/28/2023

DEPARTMENT: Public Works

POSITION NUMBER: 805

EMPLOYMENT STATUS: Full-Time, Non-Union

EXEMPT STATUS: Exempt

LABOR GRADE: 13 \$82,576-\$114,304

JOB SUMMARY: This position is responsible for providing technical and administrative support to the town engineer.

SUPERVISION RECEIVED: This position receives general supervision from the town engineer, exercises independent judgement and is evaluated by the town engineer based upon the achievement of assigned goals and objectives.

SUPERVISION EXERCISED: Provides no formal assigned supervisory responsibility or authority.

ESSENTIAL DUTIES: (The listed examples may not include all duties of the position)

1. Maintains engineering records and concise technical reports.
2. Creates spreadsheets for tracking quantities and project management.
3. Prepares plans, specifications and contract documents.
4. Preparation of requests for proposal/qualifications (RFP) for consulting and engineering services. This includes writing the RFP, holding a pre-proposal meeting to answer consultant questions, reviewing proposals received from consultants, conducting interviews, selecting consultants, reviewing scope and fee contracts and coordinating with the appropriate funding agency. Understanding the needs of the project and evaluating the consultants' resources that will best meet the needs of the project and the Town is critical to the success of a project.
5. Inspects construction of road, sidewalk, water, sewer and storm water utilities.
6. Participates on the Technical Review Committee, reviews and comments on plans of proposed subdivision and development.
7. Conducts site testing and field inspections for municipal projects, including water, sewer, storm water, roads and sidewalks.

8. Assists with design and development construction plans, specifications and bid documents.
9. Assists in project management, construction administration, and site inspection for conformance with design specifications, approved plans and town standards.
10. Assists with other engineering related duties as required, including permitting, correspondence, grant and funding applications.

OTHER DUTIES:

1. Perambulates town boundaries with neighboring municipalities.
2. Presents technical information to Town boards, professional organizations.
3. Prepares permit and grant applications (wetlands, storm water pollution prevention, stream crossing).
4. Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION:

1. Knowledge of construction and engineering principles and practices.
2. Knowledge of town policies, procedures and ordinances.
3. Knowledge of state and federal regulations.
4. Knowledge of town geography, streets and zoned areas.
5. Skill in project management.
6. Skill in planning, organizing, analyzing, decision making and problem solving.
7. Skill in reading and understanding plans, maps, charts and surveys.
8. Skill in the use of office equipment, such as computer and calculator, relevant software such as word processing, data base programs, spreadsheets and GIS programs.
9. Skill in oral and written communication.
10. Skill in gathering and interpreting data.
11. Skill in public and interpersonal relations.

12. Ability to read and understand architectural and construction plans, engineering drawings and technical reports.
13. Ability to maintain accurate records and files.
14. Ability to communicate effectively, both verbally and in writing.
15. Ability to demonstrate good teamwork, leadership, interpersonal and customer-service skills and attitude.
16. Ability to establish and maintain effective working relationships with employees, town officials, property owners, contractors, the business community, the general public, regional, state and federal officials.

SUPERVISORY CONTROLS: The supervisor sets the overall objectives and resources available. The employee and supervisor, in consultation, develop the deadlines, projects and work to be done. At this level, the employee, having developed expertise in the line of work, is responsible for planning and carrying out the assignment; resolving most of the conflicts which arise; coordinating the work with others as necessary and interpreting policy on own initiative in terms of established objectives. In some assignments, the employee also determines the approach to be taken and the methodology to be used. The employee keeps the supervisor informed of progress, potentially controversial matters, or far-reaching implications. Completed work is reviewed only from an overall standpoint in terms of feasibility, compatibility with other work, or effectiveness in meeting requirements or expected results.

GUIDELINES: Guidelines are available, but are not completely applicable to the work or have gaps in specificity. The employee uses judgment in interpreting and adapting guidelines such as agency policies, regulations, precedents and work directions for application to specific cases or problems. The employee analyzes results and recommends changes.

COMPLEXITY: The work typically includes varied duties requiring many different and unrelated processes and methods such as those relating to well-established aspects of an administrative or professional field.

Decisions regarding what needs to be done include the assessment of unusual circumstances, variations in approach and incomplete or conflicting data. The work requires making many decisions concerning such things as the interpreting of considerable data, planning of the work, or refining the methods and techniques to be used.

SCOPE AND EFFECT: The work involves treating a variety of conventional problems, questions or situations in conformance with established criteria. The work product or service affects the design or operation of systems, programs or equipment; the adequacy of such activities as field investigations, testing operations or research conclusions; or the social, physical and economic well-being of persons.

PERSONAL CONTACTS: The personal contacts are with employees in the same agency, but outside the immediate organization. People contacted generally are engaged in different functions, missions and kinds of work. The contacts are with members of the general public, as

individuals or groups, in a moderately structured setting (e.g., the contacts are generally established on a routine basis, usually at the employee's work place; the exact purpose of the contact may be unclear at first to one or more of the parties; and one or more of the parties may be uninformed concerning the role and authority of other participants). Requires frequent communication with consultants, contractors, state regulators, residents, business owners and other stakeholders in Town projects.

PURPOSE OF CONTACTS: The purpose is to plan, coordinate or advise on work efforts or to resolve operating problems by influencing or motivating individuals or groups who are working toward mutual goals and who have basically cooperative attitudes.

PHYSICAL DEMANDS: The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as papers, books, small parts; driving an automobile; etc. No special physical demands are required to perform the work.

WORK ENVIRONMENT: The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries and residences or commercial vehicles (e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc.). The work area is adequately lighted, heated and ventilated. Visits construction sites.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: Lead workers at this level possess the authority to assign, coordinate and review the quality and quantity of the work of other employees. They instruct employees in specific techniques or technical methods for accomplishing work assignments. They usually perform the same type of work as the employees supervised, but may be responsible for performance of the more technically difficult, controversial or sensitive work assigned to the unit or group. They are not normally responsible for counseling or disciplining employees or for performing personnel management functions such as evaluating performance, recommending hiring or discharge or making salary decisions, etc.

MINIMUM QUALIFICATIONS:

1. Knowledge and level of competency commonly associated with the completion of a bachelor's degree in civil engineering.
2. Experience sufficient to thoroughly understand the diverse objectives and functions of the position usually interpreted to require three (3) to five (5) years of experience in public works operations and municipal engineering, or any combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.
3. Registered as a professional engineer or able to register as a professional engineer within one year of hire, certifications in construction safety and confined space training.
4. Possession of, or ability to readily obtain, a valid driver's license for the type of vehicle or equipment operated.