

## JOB VACANCY

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Date of Notice	May 13, 2022 **Updated September 28th, 2023**
Position	<b>Assistant Engineer</b>
Pay Range	Grade 13 (12-Step Scale) \$82,576-\$114,304

The Town of Exeter is currently seeking a full time Assistant Engineer for its Public Works department.

**General Duties:** This position is responsible for providing technical and administrative support to the town engineer. Maintains engineering records and concise technical reports. Creates spreadsheets for tracking quantities and project management. Prepares plans, specifications and contract documents. 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. Inspects construction of road, sidewalk, water, sewer and storm water utilities. Participates on the Technical Review Committee, reviews and comments on plans of proposed subdivision and development. Conducts site testing and field inspections for municipal projects, including water, sewer, storm water, roads and sidewalks. Assists with design and development construction plans, specifications and bid documents. Assists in project management, construction administration, and site inspection for conformance with design specifications, approved plans and town standards. Assists with other engineering related duties as required, including permitting, correspondence, grant and funding applications. Prepares permit and grant applications (wetlands, storm water pollution prevention, stream crossing).

**Requirements:** Knowledge and level of competency commonly associated with the completion of a bachelor's degree in civil engineering. 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. 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. Possession of, or ability to readily obtain, a valid driver's license for the type of vehicle or equipment operated.

**Email or Mail application to:** [crestuccia@exeternh.gov](mailto:crestuccia@exeternh.gov)

Town of Exeter  
Human Resources  
10 Front Street  
Exeter, NH 03833

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