

## TOWN OF EXETER

JOB TITLE: Engineering Technician

Revised 12/15/2014

DEPARTMENT: Public Works

POSITION NUMBER: 808

EMPLOYMENT STATUS: Full-Time, Non-Union

EXEMPT STATUS: Exempt

LABOR GRADE: 8

**JOB SUMMARY:** This position is responsible for assisting the town engineer with engineering projects and related activities.

**SUPERVISION RECEIVED:** This position receives direct supervision from the town engineer and is evaluated by the town engineer based upon the achievement of essential duties and 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. Reviews sites, subdivision and construction projects plans.
2. Inspects construction.
3. Researches deeds and easements, prepares easements for construction projects and coordinates easements with property owners, town legal counsel and engineering consultants.
4. Prepares grant applications, progress reports and tracks revenue and expenditures.
5. Assists with the preparation for and attends public meetings.
6. Prepares mailings for engineering projects.
7. Reviews construction as-built drawings for conformance with field reviews.
8. Locates town boundaries in the field with representatives from adjacent towns and prepares perambulation reports.
9. Administers "utility pipe layers test" to local contractors.

10. Conducts field measurements and data collection for the PAVER and SIDEWALK programs.
11. Researches requirements for town participation in the DIGSAFE program and presents finding to the management team.
12. Manages and maintains record drawings.
13. Gathers and inputs data into the asset management system.
14. Prepares department related technical and informational drawings.
15. Prepares requests for proposals.
16. Reviews contracts and cost proposals and makes recommendations to the board of selectmen.
17. Prepares contracts for and manages the curbside solid waste and recycling programs.
18. Prepares monthly reports on trash and recycling tonnage.
19. Prepares educational materials (website, booklets, displays, etc.) on the curbside and recycling programs.
20. Researches new methods to increase recycling and presents recommendations to the board of selectmen.
21. Prepares contracts for and manages the pay-as-you-throw program, including budget preparation, the storage, distribution and sale of bags, the tracking of revenue and reports to the board of selectmen.
22. Manages the EPA Storm Water Phase II permit program.
23. Creates a public outreach program on storm water management and distributes educational materials to residents and businesses.
24. Manages programs and grants for projects such as the storm drain stenciling program and stream buffer project.
25. Represents the town on the Seacoast Storm Water Coalition.
26. Works with the planning department to update site regulations and maintenance plans for construction of storm water structures.
27. Researches and implements training programs for municipal employees.

28. Oversees the storm water management program which requires independent judgment and interpretation of challenging and changing regulations. Other areas of expertise are solid waste management, environmental permitting and grant writing.
29. Performs other related duties as required.

**OTHER DUTIES:**

1. Serves as site representative for household hazardous waste collection day.
2. Establishes and maintains an asset management system to inventory, assess and track conditions, and estimates the budget to maintain the system.
3. Prepares wetland permits.
4. Conducts stream surveys and water samples.
5. Maintains and updates the town's GIS system.
6. Maintains and archives plan files.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION:**

1. Knowledge of town policies, procedures and ordinances.
2. Knowledge of state and federal regulations.
3. Skill in reading and understanding plans, maps, charts and surveys.
4. Skill in the use of office equipment, such as computer and calculator, relevant software such as word processing, data base programs, spreadsheets and G.I.S. programs.
5. Skill in oral and written communication.
6. Skill in gathering and interpreting data.
7. Skill in public and interpersonal relations.
8. Ability to organize time in order to meet deadlines.
9. Ability to read and understand architectural and construction plans, engineering drawings and technical reports.
10. Ability to formulate recommendations.
11. Ability to maintain accurate records and files.

12. Ability to communicate effectively, both verbally and in writing.
13. Ability to effectively prepare and present oral and written material relating to the activities of the department.
14. Ability to prepare, analyze and present technical and statistical reports.
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 provides continuing or individual assignments by indicating generally what needs to be done, limitations, quantity and quality expected, deadlines and priority of assignments. The supervisor provides additional, specific instructions for new, difficult or unusual assignments including suggested work methods or advice on source material available. The employee uses initiative in carrying out recurring assignments independently without specific instruction, but refers deviations, problems and unfamiliar situations not covered by instructions to the supervisor for decision or help. The supervisor assures that finished work and methods used are technically accurate and in compliance with instructions or established procedures. Review of the work increases with more difficult assignments if the employee has not previously performed similar assignments.

**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 includes various duties involving different and unrelated processes and methods. The decision regarding what needs to be done depends upon the analysis of the subject, phase or issues involved in each assignment and the chosen course of action may have to be selected from many alternatives. The work involves conditions and elements that must be identified and analyzed to discern interrelationships.

**SCOPE AND EFFECT:** The work involves the execution of specific rules, regulations or procedures, and typically comprises a complete segment of an assignment or project of broader scope. The work product or service affects the accuracy, reliability, or acceptability of further processes or services.

**PERSONAL CONTACTS:** The personal contacts are with employees within the immediate organization, office, and project or work unit and in related or support units. The contacts are with members of the general public in very highly structured situations, i.e., the purpose of the contact and the question of who to deal with are relatively clear.

**PURPOSE OF CONTACTS:** The purpose is to obtain, clarify or give facts or information regardless of the nature of those facts, i.e., the facts or information may range from easily understood to highly technical.

**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.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** Positions at this level have no formal assigned supervisory responsibility or authority. Employees are responsible only for the performance of their own assigned work. They may be asked to train new employees in the fundamentals of the job or to participate in cross-training of other employees in the department, but such assignments do not include the on-going authority to assign and review the work of other employees or to recommend or take corrective action with regard to the performance of other employees.

**MINIMUM QUALIFICATIONS:**

1. Knowledge and level of competency commonly associated with the completion of a high school diploma or associate's degree with additional training in computer drafting and surveying.
2. Experience sufficient to thoroughly understand the diverse objectives and functions of the position usually interpreted to require a one (1) to three (3) years of experience in public works operations and engineering projects.