

## **TOWN OF EXETER**

JOB TITLE: Town Engineer

3/19/2025

DEPARTMENT: Public Works

POSITION NUMBER: 801

EMPLOYMENT STATUS: Full-Time, Non-Union

EXEMPT STATUS: Professional Exemption

LABOR GRADE: 17

JOB SUMMARY: This position is responsible for providing technical support to town government relating to engineering issues.

SUPERVISION RECEIVED: This position receives general supervision from the director of public works, exercises independent judgment, and is evaluated by the director of public works based upon the achievement of assigned goals and objectives.

SUPERVISION EXERCISED: Provides direct supervision to the engineering technician.

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

1. Administers capital projects relating to water, sewer, drainage, roads and bridges.
2. Reviews plans for the planning board.
3. Designs, prepares specifications and inspects municipal construction projects.
4. Prepares asset management programs to maintain infrastructure.
5. Interacts with consultants, contractors, elected officials, residents and coworkers for successful projects.
6. Assumes responsibilities in the absence of the public works director.
7. Archives project plans.
8. 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. Knowledge of management and personnel administration.
6. Skill in managing multiple and concurrent projects.
7. Skill in management, leadership and supervision.
8. Skill in planning, organizing, analyzing, decision making and problem solving.
9. Skill in reading and understanding plans, maps, charts and surveys.
10. 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.
11. Skill in oral and written communication.
12. Skill in gathering and interpreting data.
13. Skill in public and interpersonal relations.
14. Ability to organize time in order to meet deadlines.
15. Ability to read and understand architectural and construction plans, engineering drawings and technical reports.
16. Ability to formulate recommendations and decisions.
17. Ability to maintain accurate records and files.
18. Ability to communicate effectively, both verbally and in writing.
19. Ability to effectively prepare and present oral and written material relating to the activities of the department.
20. Ability to prepare, analyze and present technical and statistical reports.
21. Ability to exercise sound and mature judgment and discretion.
22. Ability to demonstrate good teamwork, leadership, interpersonal and customer-service skills and attitude.
23. 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 administrative direction with assignments in terms of broadly defined missions or functions. The employee has responsibility for planning, designing and carrying out programs, projects, studies or other work independently. Results of the work are considered as technically authoritative and are normally accepted without significant change. If the work should be reviewed, the review concerns such matters as fulfillment of program objectives, effect of advice and influence of the overall program, or the contribution to the advancement of technology. Recommendations for new projects and alterations of objectives are usually evaluated for such considerations as the availability of funds and other resources, broad program goals or organizational priorities.

**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 establishing criteria; formulating projects; assessing program effectiveness; or investigating or analyzing a variety of unusual conditions, problems or questions. The work product or service affects a wide range of agency activities, major activities of industrial concerns or the operation of other agencies.

**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).

**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:** Assistant department heads at this level have responsibility for the performance of one or more second line supervisors or a group of complex and heterogeneous positions. They usually possess similar authority to that of second line supervisors, but also act for the department head in his/her absence.

**MINIMUM QUALIFICATIONS:**

1. Knowledge and level of competency commonly associated with the completion of a bachelor's degree in civil engineering with additional training in pavement management and hydraulic modeling.
2. Experience sufficient to thoroughly understand the diverse objectives and functions of the position usually interpreted to require a five (5) to eight (8) years of experience in public works operations and municipal engineering.
3. Possession of, or ability to readily obtain, New Hampshire Professional Engineer registration.