

# TOWN OF MILFORD - JOB DESCRIPTION

<b>JOB TITLE:</b>	Town Engineer	<b>GRADE LEVEL:</b>	25
<b>CLASSIFICATION:</b>	Exempt – Full-Time	<b>DEPT:</b>	DPW/OCD
<b>CREATED:</b>	9.26.2022	<b>REVISED:</b>	

<b><u>Job Description:</u></b>	<p>Performs professional engineering work of a technical nature within the Public Works Department and Community Development Department including design, layout, construction management and mapping of municipal projects, investigations, and development review. Assists the Departments of Public Works and Community Development Departments as well as town boards and other departments in matters relating to the design and inspection of various construction projects, public and private. Provides technical assistance to other departments, boards and committees as requested.</p> <p>The position is responsible for the management, administration, and mobilization of efforts in compliance with the Town’s Municipal Separate Storm Sewer System (MS4) permit program. Coordinates with Town Departments to manage the assigned resources and project teams toward cost-effective and timely results.</p>
<b><u>Accountability:</u></b>	Works under the general supervision of the Public Works Director, who provides policy guidance, assigns areas of responsibility and evaluates performance in terms of effectiveness of services provided by the departments.
<b><u>Equipment Used:</u></b>	General office equipment such as computer, workstation, GPS unit, mobile devices, photocopier, fax machine, telephone, calculator, etc.
<b><u>Environment:</u></b>	<b>Inside:</b> <u>50 %</u> <b>Outside:</b> <u>50 %</u>

### Duties and Responsibilities:

<p><b>Note:</b> Except as specifically noted, the following functions are considered essential to this position. The listed duties, however, are not meant to be a complete listing of the duties which may be undertaken by this position.</p>	<p>Except as specifically noted, the following functions are considered essential to this position:</p> <ol style="list-style-type: none"> <li>1. Oversees and performs engineering including feasibility studies, evaluations, design and construction projects for the Department of Public Works; oversees engineering services and other technical assistance to all other town departments engaged in capital projects as required.</li> <li>2. Directs the preparation of documents for competitive bidding; evaluates bids and recommends contract awards.</li> <li>3. Works with Department of Public Works staff to implement facility improvements in the DPW including procurement of material and equipment and direction on construction and installation.</li> <li>4. Works with engineering consultants and contractors on design and construction projects, including design review, budget and schedule management, resolving design conflicts and maintaining compliance with plans and specifications.</li> <li>5. Identifies the need for, and supervises the preparation of, plans and other documents required when construction projects necessitate land takings or easements; makes recommendations to the Planning Board concerning the release or reduction of performance bonds.</li> <li>6. Provides technical review of design plans and specifications proposed by</li> </ol>
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	<p>subdivision and site plan developers as they relate to the right of way, road, water, sewer, and drainage networks being contemplated. As part of the review process, evaluates compliance with regulations, codes, and engineering standards and coordinates with other Town Departments to insure that project infrastructure is functional and maintainable.</p> <ol style="list-style-type: none"> <li>7. Oversees the implementation of approved plans during construction to insure that required specifications are satisfied and that quality of work is satisfactory.</li> <li>8. Monitors bonding requirements for development projects, and reviews as-built plans and right of way deeds for roadways proposed to be accepted by the Town.</li> <li>9. Manage municipal stormwater efforts relative to water quality, mapping, and reporting requirements associated with the Environmental Protection Agency's (EPA) National Pollutant Discharge Elimination System (NPDES) General Permit for stormwater discharges from Small Municipal Separate Storm Sewer Systems (MS4). Shall be responsible for the following: <ol style="list-style-type: none"> <li>a. Coordinate the completion of all required reports and plans, Public Education Plan, Public Involvement Plan, and annual reports as required by the Town's MS4 permit.</li> <li>b. Create a database/tracking system of information required for the completion of the reports above, including a listing of public and private stormwater management facilities and "Best Management Practices" installed.</li> <li>c. Be primarily responsible for public education and outreach activities and public involvement activities.</li> <li>d. Oversee the implementation of all required plans.</li> <li>e. Oversee the implementation of demonstration projects.</li> <li>f. Manage and supervise assigned professional consultants and interns and evaluate performance.</li> <li>g. Conduct general research and prepare reports and information in support of these activities.</li> <li>h. Continually communicate with NHDES and EPA to ensure that the Town's MS4 are in full regulatory compliance and prepared for any future requirements.</li> <li>i. Shall review and municipal stormwater permits on behalf of the Town.</li> </ol> </li> <li>10. Oversee and assist in the implementation of all mapping/GIS activities.</li> <li>11. Performs other duties as assigned.</li> </ol>
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**Physical Activity Requirements:**

Frequently, Occasionally, Seldom, Rarely or Not Required

<b>PRIMARY PHYSICAL REQUIREMENTS</b>	
LIFT up to 10 lbs.:	Frequently
LIFT 11 to 25 lbs.:	Occasionally
LIFT 26 to 50 lbs.:	Occasionally
LIFT over 50 lbs.:	Rarely
CARRY up to 10 lbs.:	Occasionally
CARRY 11 to 25 lbs.:	Occasionally
CARRY 26 to 50 lbs.:	Occasionally
CARRY over 50 lbs.:	Rarely
REACH above shoulder height:	Occasionally

<b>OTHER PHYSICAL CONSIDERATIONS</b>	
Twisting	Occasionally
Bending:	Occasionally
Crawling:	Rarely
Squatting:	Occasionally
Kneeling:	Occasionally
Crouching:	Occasionally
Climbing:	Rarely
Balancing:	Rarely

<b>PRIMARY PHYSICAL REQUIREMENTS</b>		<b>WORK SURFACE(S)</b>		
REACH at shoulder height:	Occasionally	Standard office desk and chair. Computer/copier. Carpet and vinyl flooring		
REACH below shoulder height:	Occasionally			
PUSH/PULL:	Occasionally			
<b>HAND MANIPULATION</b>		<b>DURING AN 4-HOUR DAY, EMPLOYEE IS REQUIRED TO:</b>		
Grasping:	Frequently		Consecutive Hours 1 2 3 4 5 6 7 8	Total Hours 1 2 3 4 5 6 7 8
Handling:	Frequently	Sit	1-2	2
Torquing:	Not required	Stand	1	1
Fingering:	Frequently	Walk	1	1
Controls and Equipment:	Required **			
Controls & Equipment**				
✓ General office equipment, mobile devices, GPS Unit, digital camera, etc.				

**Cognitive and Sensory Requirements:**

Talking:	Necessary for communicating with others.
Hearing:	Necessary for taking instructions and information.
Sight:	Necessary for the performance of duties.
Tasting & Smelling:	Not required for the performance of the function of this position.

**Specific Vocational Preparation Requirement(s):**

Short demonstration only		Any "beyond short" demonstration up to and including 30 days.		30-90 days
91-180 days		181 days to 1 year		1 to 2 years
2 to 4 years	X	4 to 10 years		Over 10 years

**Desired Minimum Qualifications:**

**Education & Experience**

<b>Required:</b>	Bachelor's degree in civil engineering required; 4 or more years progressively responsible experience in public works design and construction, preferably in a municipal setting; or any equivalent combination of education and experience. Experience in plan review, utility inspection, budget review, development and implementation.
<b>Experience</b>	Four or more years of progressively responsible experience; or any combination of education, training and experience, which provides the knowledge, skills and abilities, required for the job.

**Necessary Knowledge, Skills and Abilities:**

<b>Knowledge of:</b>	<ul style="list-style-type: none"> <li>• Extensive knowledge in the application of civil engineering and surveying skills to public works projects; thorough knowledge of local, state, and federal laws and regulations governing the municipal infrastructure.</li> <li>• considerable knowledge and experience in evaluation, planning design,</li> </ul>
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	<p>construction, materials and operations associated with roads, drainage, sanitary landfills, water and sewer system</p> <ul style="list-style-type: none"> <li>• Computer usage and applications.</li> <li>• Requires logical or scientific understanding to analyze problems of a specialized and professional engineering nature in the fields of water supply, wastewater collection and treatment, street and highway design and construction, Stormwater II and GIS.</li> </ul>
<b><u>Ability to:</u></b>	<ul style="list-style-type: none"> <li>• Maintain electronic and written records and prepare reports and to document any and all information pertaining to the activities and responsibilities of the position.</li> <li>• Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.</li> <li>• Apply logical and rationale thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.</li> <li>• Speak effectively before public groups and respond to questions.</li> <li>• Operate with multiple deadlines and competing demands.</li> <li>• Read, analyze and interpret professional periodicals and journals, technical procedures and government regulations.</li> <li>• Interpret a variety of technical instructions with abstract and/or concrete variables.</li> <li>• Make accurate arithmetic calculations.</li> <li>• Maintain effective working relationships with department heads, employees, Land Use Boards and Commissions, Board of Selectmen, and the public and to deal with service problems courteously and tactfully.</li> <li>• Demonstrated ability to communicate both orally and in writing.</li> </ul>
<b><u>Skill in:</u></b>	<ul style="list-style-type: none"> <li>• Making oral presentations before groups of people.</li> <li>• Planning, organizing, and evaluating the work activities of Planning Department and Planning Board.</li> <li>• Planning and conducting special projects.</li> <li>• The use of the tools and equipment listed above.</li> </ul>

### **Licensure / Certifications Requirements**

<b><u>Licensure/ Certification Requirements:</u></b>	<ul style="list-style-type: none"> <li>• N.H. Professional Engineer license.</li> <li>• Must maintain any required approvals and designations as required.</li> <li>• Valid New Hampshire motor vehicle operator's license</li> </ul>
<b><u>Other Training, and/or related Skills</u></b>	
<b>Summary of Occupational Exposures:</b>	
<b><u>Summary of Occupational Exposures:</u></b>	Work is performed in an office or outdoors. The employee is exposed to cold and inclement weather and unsafe building conditions.

**Other Considerations and Requirements:**

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

**I acknowledge receipt of this job description and understand the functions of the position as specified above. I understand the job description is representative of the position, not all inclusive.**

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**Signature**

**Date**

This job description was reviewed and approved by the Department Head and HR	9.26.2022
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