

TOWN OF STONINGTON
JOB DESCRIPTION
ENGINEERING TECHNICIAN

NATURE OF WORK:

The Engineering Technician has the responsibility of performing lead technical work in design, construction, survey and inspection of municipal public works projects; performs research and drafting work; and provides information on departmental systems and policies to contractors, consulting engineers, and the public.

SUPERVISION RECEIVED:

The Engineering Technician works under the direct supervision of the Town Engineer and Director of Public Works.

SUPERVISION EXERCISED:

Not applicable.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

- Primary activities will be to assist with the development and implementation of the CT DEEP MS4 permit requirements, including but not limited to: Administrative review of the MS4 requirements and associated tasks to sustain the permit status in accordance with State Statute, as amended.
- Reviews and administers federal, state and local permits.
- Project manager for development of cost estimates, bid documents, project plans, construction administration inspection and scheduling of projects.
- Assists in the continued development of MS4 Town-wide storm drain system; duties to include field inspection, sampling and testing.
- Designs and prepares plans, drainage calculations, specifications, and bid documents for infrastructure and civil engineering projects.
- Reviews subdivision, Zoning and wetland site plans for conformance with pertinent rules and regulations and technical standards.
- Performs inspections for subdivision, road construction, building facilities, bond releases and Town contracted public works projects for conformity to design, materials and schedule specifications. Makes field determination of unanticipated construction obstacles and recommends modifications to plans and related costs.
- Reviews plans, permits, drainage calculations, environmental & geotechnical reports, erosion and sedimentation bond development, traffic studies and other technical data submitted by developers of subdivisions, Zoning applications and other private development projects for compliance with Town regulation and Engineering Standards to include review of Low Impact Design (LID) and Green Infrastructure initiatives in accordance with the MS4 Permit and CT 2004 Stormwater Manual, as amended.
- Assists in the continued development of a pavement management program; review, survey, inspection.
- Performs public works construction inspections for subdivisions, road reconstruction and Town contracted public works projects.

- Evaluates the results of various tests including, but not limited to, soils (infiltration & percolation) and materials to assure compliance with applicable standards.
- Prepares sketches, maps, and reports, easements, estimates, agreements.
- Investigates complaints from the public with regard to drainage issues and researches record maps-easements or other land and engineering data.

OTHER JOB FUNCTIONS:

- Evaluates design plans to include performing complex math and hydraulic calculations and prepares recommendations to Town Engineer and/or Director of Public Works.
- Town Liaison requiring participation at evening meetings for Board and Commission support, technical insight and/or to present at the Stormwater Task Force Commission or other commissions.
- Assists in field survey for various projects.
- Liaison between State, developers, engineers for both public and private projects.

REQUIREMENTS OF WORK:

Education, Experience and Training:

A Bachelor's Degree in Civil Engineering/Technology or Survey Technology or a related field and a minimum of one (1) year of related work experience.

OR

An Associates Degree in Civil Engineering, Survey Technology or a related field and a minimum of three (3) years of related work experience including; one (1) year of Computer Civil Drafting Experience and one (1) year of Construction Survey Experience.

OR

Absent a Bachelor or Associate Degree, six (6) years of total Survey Experience including, two (2) years of Construction Administration, Survey and Inspection Experience and two (2) years of Computer Civil Drafting Experience.

A State of Connecticut licensure as an Engineer in Training (E.I.T.) or Land Surveyor in Training (L.S.I.T.) preferred.

Knowledge, Skills and Abilities:

- Knowledge of and ability to apply civil engineering and surveying principles and practices.
- Ability to apply the principles of construction inspection to solve practical field problems.
- Ability to work well independently as well as collaborating as a team member.
- Ability to give clear, concise written and oral instructions and work both effectively and professionally with staff, superiors and the general public.
- Ability to interpret plan specifications and a variety of instructions furnished in written, oral, diagrammatic or schedule form.
- Proficient and/or familiarity with AUTOCAD, GIS(ERSI), Microsoft (WORD, EXCEL, POWER POINT), Hydraulic and other related software applications.

PHYSICAL DEMANDS:

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

The employee is frequently required to sit, stand and walk for prolonged periods of time. Physical stamina and endurance is required. The employee must have the ability to use hands to finger, handle or feel objects tools o controls and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl and smell. The employee may lift and/or move up to twenty-five (25) pounds, and at times, may be required to lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. While performing the duties of this job, the employee works in outside weather conditions as well as the office. The employee occasionally works near moving mechanical parts and in precarious places; is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat and vibration and should be knowledgeable with safety precautions and follow all safety policies to identify and handle these potential job hazards

NECESSARY SPECIAL REQUIREMENTS:

Must possess and retain a Valid Motor Vehicle Operator's License.

This job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.