

**TOWN OF HAMDEN
MUNICIPAL ENGINEER**

**Unclassified/Non-Competitive
Mayoral Appointment**

**Non-Bargaining Unit Position
Salary: \$95,000.00**

Purpose of Class: Plans, organizes and performs professional engineering work in the inspection, design, construction and improvement of public works projects and facilities; provides engineering consultation to Town departments, Boards and Commissions, and oversees creation and maintenance of Town maps and engineering plans.

Supervision Received: Receives policy direction and administrative supervision from the Mayor. Performs work with considerable independence. Establishes priorities within general work assignment, and consults with the Mayor on matters of policy.

Supervision Exercised: Provides general direction to professional engineering and technical staff and general supervision to paraprofessional, and secretarial employees of the department. Oversees private contractors in the performance of Town projects.

Examples of Essential Job Duties: Coordinates the short term and long range planning of public works engineering needs and opportunities for the town. Manages the Engineering department through subordinates in the functional areas of administration, civil engineering, inspection, and information system management. Gives technical assistance to Town Boards and Commissions on building, development, and land use matters. Oversees and performs professional engineering services in the investigation, design, and construction of public works projects including roads, bridges, recreational facilities, and sewer and drainage systems. Directs preparation of plans and specifications. Develops and reviews engineering reports, contracts and bid specifications. Negotiates contracts and change orders, and administers the contractual provisions of projects. Meets and negotiates agreements with attorneys, contractors, state and federal officials relating to public works matters.

Act as a resident engineer on contracted work or construction projects performed by Town Public Works Department as necessary. Supervises and makes regular review and inspection of public works projects in progress. Reviews requests for partial payments to private contractors upon completion and acceptance of specified tasks. Coordinates project work with other towns, state and federal agencies as necessary. Makes comprehensive engineering studies for federal and state review. Prepares statistical and narrative reports of some complexity for the Mayor. Confers with builders, developers and the public on Town engineering and public works matters.

Participates in the technical review of subdivision, commercial development planning, and the preparation of bond assessment, inspection and cost estimates for projects. Coordinates review activities with appropriate Department heads. Prepares Department annual operating and capital budget recommendations for submission to the Finance Department and Mayor, and administers adopted budget. Provides long range financial planning for public works improvements. Develops specifications for the purchases of materials, equipment, and services.

Examples of Incidental Job Duties: Oversees the maintenance and updating of road, boundary, drainage, utilities, and assessors maps, drawings, specifications and related records. Oversees the maintenance and updating of the Town Geographic Information System (GIS). Addresses public and private groups on public works improvements. Participates in professional engineering and public administration organizations to remain current on developments in respective fields.

Minimum Qualifications Required: Bachelor's degree in Civil Engineering and eight (8) years of progressively responsible experience in municipal/public works engineering; with at least five (5) years of supervisory experience at a unit or division level. Relevant graduate training in management may be substituted for the work experience on a year for year basis, not to exceed two years.

Knowledge, Skills, and Abilities: The skills and knowledge required are a thorough knowledge of municipal engineering procedures in public works construction and operation, and road and highway maintenance. Must be proficient in department-specific computer software applications, including GIS and CAD systems and have a good working knowledge of integrated office software such as Microsoft Office and its applications including Word, Excel. Must have a working knowledge of and experience with sanitary sewer and solid waste collection methods and procedures. A working knowledge and experience with construction methods, materials and equipment. A working knowledge of survey field and office activities is required. Knowledge of laws and regulations related to public works programs and responsibilities. Working knowledge of labor relations practices and procedures. Ability to apply principles of public works administration to define problems, collect data, establish facts, and draw valid conclusions. Must have the ability to apply the principles of construction inspection to solve practical field problems. Must have the ability to give clear, concise written and oral instructions and work effectively with staff, other Town Departments and the general public.

License or Certificate: Certification by the State of Connecticut as a Professional Engineer is required. A Connecticut Motor Vehicle Operator's license is required.

Physical, Mental Exertion/Environmental Conditions: Works in office setting subject to continuous interruptions and background noise. Must be able to work under stress from demanding deadlines and changing priorities and conditions. Ability to walk on rough terrain to inspect undeveloped properties and sites that are rough and uneven due to ongoing construction is necessary. Some road travel is expected. Exposure to computer screen for report writing and data entry is necessary and may require periodic breaks from screen. Must be able to hear clearly (correctable to within normal limits) to record telephone information, and to see (vision correctable to 20/20) to make inspections and to complete applications and forms.

Note: The above tasks and responsibilities are illustrative only. It is not meant to be all-inclusive of every task and responsibility. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

This classification is a Mayoral appointed position which requires Legislative Council approval.