

Town of Farmington

Title: Civil Engineer
Department: Public Works – Engineering Division
Date: June 2019
EEO Class: 2

POSITION SUMMARY:

This is position responsible for civil engineering work at the full performance level involving the design, construction, and inspection of public works projects and facilities. Reviews and makes recommendations on proposed private development projects.

GENERAL DUTIES:

Respond to and resolve citizen, developer, and consultant inquiries and complaints.

Under general supervision and direction of the Director of Public Works/Town Engineer or his/her designee, prepares plans, specifications, and estimates for public works improvements. Experience and knowledge of designing projects with AutoCad is required.

Inspects both private and public construction projects to monitor progress and ensure conformance with the plans and specifications, as well as site safety.

Reviews development and subdivision plans for conformance with accepted professional engineering standards. Communicates, both orally and in writing, with consulting engineers and developers review comments and recommended corrections to plans and specifications.

Provides concise written reports daily on construction projects, and assists in the project administration and management of projects. Assists the public by providing information and technical assistance regarding permits, construction activity, or rights-of-way.

This position will work with the CT DEEP and Town Staff for meeting requirements of the MS4 Stormwater Program as required.

This position also has the responsibility for making civil engineering technical decisions in accordance with accepted professional standards.

ADDITIONAL DUTIES:

Reviews subdivision and site plans, easement descriptions and other proposals for conformance with professional standards and Town requirements. Identifies corrective actions to be taken and confers with developers on plan changes.

Provides technical assistance to Town officials, developers and the public on engineering matters. Confers on problems identified and provides professional opinions on technical questions.

Proficient in roadway layout, grading, drainage design and stormwater management.

Assists with surveying of Town projects as needed.

Assists in preparing reports, completing forms, and compiling information on completed work assignments.

Assists with Stormwater Discharge permits and other licensing or permits required by various State and Federal Agencies.

Creates, maintains, and updates GIS database.

Attends public agency meetings as required.

Performs other job related work as required.

SUPERVISION RECEIVED:

Works under the general supervision of the Director of Public Works/Town Engineer or his/her designee.

KNOWLEDGE, SKILLS AND ABILITIES:

Skill in preparation of engineering and administrative reports; skill in use of computer aided design and drafting (CADD) applications, and the ability to perform advanced mathematical calculations.

Knowledge of civil engineering and public works inspection and design principles and practices.

Familiar with CT DOT policies and procedures for design and construction.

Must be able to effectively read, comprehend and interpret engineering plans and specifications, analyze engineering problems, formulate feasible solutions, build consensus, and communicate recommendations and decisions both orally and in writing.

Knowledge of public administration principles and practices as applied to engineering and construction project management.

Good ability to design public works projects in accordance with accepted professional engineering standards and Town requirements.

Good ability to communicate orally and in writing including the ability to discuss technical matters clearly and concisely.

Good ability to administer public works construction projects and documentation.

Good ability to establish and maintain effective working relationships with coworkers, Town officials, developers, contractors, governmental agencies, and the general public.

QUALIFICATIONS:

A bachelor's degree from an accredited college or university in civil engineering or civil engineering technology plus two years of civil engineering experience.

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. While performing the duties of this job, the employee is regularly required to use hands to handle, feel and operate office equipment, or controls and reach with hands and arms. The employee is frequently required to sit. The employee is occasionally required to walk; talk or hear; sit; and smell. Specific vision abilities required by this job include close vision, and must also be able to see objects far away as in driving and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee may encounter while performing the essential function of this job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions. While performing the duties of this job, the employee will work in outside weather conditions. The employee occasionally is exposed to wet and/or humid conditions. The employee occasionally works in cold or adverse conditions.

LICENSES OR CERTIFICATION:

Must have a valid Connecticut Class 2 driver's license.
Engineer-In-Training or Fundamentals of Engineering Certification is preferred.