



Job Description

Position: Town Engineer
Primary Location: Town Hall
Employment Status: Full-time, Salaried, Exempt
Reports To: Town Administrator
Description Updated On: November 3, 2021

Summary/Objective

The Town Engineer is responsible for managing the operations of the town's engineering function; including the preparation and review of plans, specifications, estimates and contracts; directing and participating in engineering projects; providing technical review of development plans; providing technical advice and recommendations to regulatory boards and other officials, and approving a variety of construction permits and applications. The employee is required to perform all similar or related duties and supervises full time employees.

Essential Functions

- Directs and participates in all aspects of engineering projects from conception to completion.
- Prepares and reviews plans, specifications, estimates and contracts; conducts field instrument surveying; provides engineering recommendations.
- Serves as the Conservation Commission Agent, reviews all submittals / applications, prepares technical reports, prepares order of conditions, conducts site inspections; and makes recommendations.
- Serves as the Board of Health Agent regarding Septic System / Title 5 plan reviews, site inspections, and approvals.
- Provides technical support to the Planning Board, review submittals / applications, drainage calculations and provides technical reports.
- Review all Stormwater related projects and drainage reports / hydrologic calculations.
- Supports Highway Department regarding FEMA / MEMA Grants and construction projects; meets with and communicates with consultants and oversees change orders and inspections.
- Supports Facilities Director and Parks and Recreation Department regarding engineering related issues such as site inspections, walkways, accessibility, etc.
- Provides technical review of private development plans to assure compliance with town construction standards and regulations and accepted engineering practices.
- Confers with engineering consultants, developers, private citizens and other town and government officials to coordinate development, address citizens' concerns, provides information, and protects the town's facilities and buildings.
- Inspects improvements constructed by developers and reviews/approves as-built plans.
- Makes recommendations for payment of pay requests, change orders, and performance bond amounts and releases.
- Prepares design plans and applications for town permits (Planning Board and wetlands) required for town projects.

- Attends regular meetings of the Planning Board, Conservation Commission and other town boards as required to provide technical engineering information and recommendations.
- Provides information and technical input for the Highway Department capital improvement program.
- Maintains design plans, as-built construction plans and other town maps.
- Creates maps and construction drawings using available software (AutoCAD, HydroCAD).

Required Qualifications, Education, and Experience

Must be licensed as a Registered Professional Engineer (PE) in the Commonwealth of Massachusetts.

Bachelor of Science Degree in Civil Engineering or a related field; a minimum of ten (10) years of progressively responsible experience in the field of civil engineering and in working with public officials, the general public, contractors and construction contracts or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Must possess a Massachusetts Class D Motor Vehicle license.

Preferred Qualifications, Education, and Experience

Certified Soil Evaluator in the Commonwealth of Massachusetts is a plus.

Certified Septic System Inspector in the Commonwealth of Massachusetts is a plus.

Knowledge, Skills & Abilities

- Thorough knowledge of modern methods and techniques of civil engineering as applied to the design, construction, and maintenance of public works facilities; thorough knowledge of modern practices in subdivision control laws and the relationship to municipal planning and zoning; and knowledge of principles and practices of administrative management.
- Excellent computer skills including word processing, spreadsheet, database and computer-aided design software (AutoCAD), proficient in using and understanding HydroCAD (or equal), standard drafting tools, and surveying equipment; must have excellent analytical and communication skills.
- Ability to:
 - Plan, coordinate and supervise the work of technical and professional personnel;
 - Oversee the preparation and maintenance of engineering records and to write concise technical reports;
 - Establish and maintain effective working relationships with contractors, employees, town officials, officials of other government agencies, and the public.

Physical and Mental Job Requirements

- Work requires some agility and physical strength, such as moving in or about construction sites or over rough terrain or standing or walking some of the work period. Occasionally, work may require lifting heavy objects and carrying them. There may be a need to stretch and reach to retrieve materials. The work may require extended physical effort over a significant portion of the workday.
- Mental requirements:
 - Understand and apply routine verbal and/or written instructions
 - Understand and apply non-routine verbal and/or written instructions
 - Understand complex problems and collaborate to explore alternative solutions
 - Organize actions to complete sequential and/or routine tasks
 - Organize and prioritize individual work schedule to manage multiple tasks and/or projects
 - Organize and prioritize the work schedules of others to manage multiple tasks and/or projects
 - Make decisions that have an impact on the individual's work
 - Make decisions that have an impact on the immediate work unit's operations and/or services
 - Make decisions that have significant impact on a department's credibility, operations, and/or

services

- Communicate and exchange routine/basic information
- Communicate and explain a variety of information
- Communicate in-depth information for the purpose of interpreting, and/or negotiating
- Memorization/concentration
- Learning/knowledge retention
- Preparing/analyzing numerical figures
- Emotional/behavioral self- regulation
- Interacting with others

Work Environment

- The functions of this role are conducted in both an office environment and in the field. Conditions may involve intermittent exposure to machine or related noise or a combination of unpleasant elements such as odors, chemical fumes, dust, smoke, heat, cold, oil, dirt, or grease. Work may also involve occasional exposure to heights or confined/cramped quarters, or around machinery and its moving parts.

Hours of Work

- This role is paid on a salaried basis.
- Typically, full-time salaried employees work 35 hours during a Monday through Friday workweek. However, this is a salaried position, and the individual is expected to work as required to complete the duties of the position. Attendance at evening meetings will be required.

AAP/EEO Statement

The Town of Milford is committed to a firm policy in favor of equal employment opportunity and will abide by all applicable state and federal regulations by not discriminating against any applicant or employee on the basis of race, religion, color, creed, sex, age, national origin, citizenship status, marital status, sexual orientation, gender identity and expression, disability or veteran status. Our commitment to equal employment opportunities shall include employment, upgrading, promotion, demotion, transfer, leaves or other absences from work, layoff, compensation and benefits, selection for training or other education, professional opportunities, and conflict resolution.

It is also the policy of the Town of Milford to take affirmative action to employ and to advance in employment, all persons regardless of their status as women, minorities or individuals with disabilities or protected veterans, and to base all employment decisions only on valid job requirements.

Please inform us of any necessary accommodations required during the application process and/or at any time during employment.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Signatures

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee_____ Date_____

Hiring Manager_____ Date_____