

Town Engineer
Town of Plainfield

The Town of Plainfield is seeking a full-time Town Engineer. Go to <https://cms9files.revize.com/plainfieldct/Document%20Center/How%20Do%20I/Jobs/employmentapplication.pdf>

for employment application and job description.

Responsible for the planning and design of the Town's infrastructure and services related to roads, sidewalks, sewers, solid waste, drainage and water systems. Provides engineering support to Public Works, Parks, and WPCA. Growth opportunities. In addition, the employee provides engineering and surveying services to assess, design and inspect municipal and private projects.

Qualifications, Skills and Other Requirements:

Bachelors' Degree in Civil Engineering or closely related field and Professional Engineering Registration is required within two (2) years from date of hire, and five (5) years of progressively responsible municipal public works experience or equivalent work and education experience.

Benefits: 4 day work week with competitive benefits. 457 retirement plan, dental insurance, health insurance, life insurance, and paid time off.

Application Directions:

Please submit a resume and cover letter to Finance Director Kelly Vachon at kvachon@plainfieldct.org.

The Town of Plainfield is an Affirmative Action/Equal Opportunity Employer

Town Engineer Job Description

Department: Planning and Engineering

Reports to: First Selectman

Position Summary:

Responsible for the planning and design of the Town's infrastructure and services related to roads, sidewalks, sewers, solid waste, drainage and water systems. Provides engineering support to Public Works, Parks, and WPCA. In addition, the employee

provides engineering and surveying services to assess, design and inspect municipal and private projects. Employee is required to perform all similar related duties.

Essential Duties and Responsibilities:

- Provides engineering support to department activities related to public works, parks and WPCA construction/maintenance of community infrastructure.
- Prepares plans, specifications, costs and quantity estimates of various projects prior to, during and after completion.
- Reviews construction plans of public and private projects for compliance with Town policies, standards, ordinances and sound engineering design.
- Assists in the preparation of Town capital improvement plan.
- Provides engineering support to water, sewer and inland wetlands commissions.
- Coordinates and provides engineering support to all Town departments.
- Maintain all plans, drawings, field notes and records of the Town's infrastructure as well as water and sewer utilities and ensures that this information is properly filed and safe from harm.
- Reviews plans submitted to the Town's Planning and Zoning Commission and Inland Wetlands and Watercourses Commission to ensure compliance with Town and state regulations and sound engineering design, stormwater and LID treatments.
- Serves as liaison on behalf of the Town with other governmental agencies regarding engineering matters.
- Provides technical support and advice to the Planning and Zoning Commission, Inland Wetlands and Watercourses Commission and the Conservation.
- Makes public presentations as required.
- Performs GIS functions and mapping for the Town as needed.
- Attends hearings and other meetings within the town, region or state having a bearing on the infrastructure of the Town.
- Communicates effectively with the public, other employees, and other agencies in a courteous manner.
- All other duties as assigned.

Qualifications, Skills and Other Requirements:

Bachelors' Degree in Civil Engineering or closely related field and Professional Engineering Registration, and five (5) years of progressively responsible municipal public works experience or equivalent work and education experience. The Town Engineer must:

- Have and maintain a valid driver's license

- Knowledge of civil engineering principles and practices such as roadway design and construction techniques, drainage design and construction, hydraulics and hydrology; knowledge of roadway, sidewalk, water and sewer and storm drainage maintenance/repair techniques and practices. Knowledge of other Town department objectives and interdepartmental affiliations.
- Ability to analyze and design various construction projects. Ability to effectively manage multiple tasks in a detailed and organized manner. Ability to establish and maintain effective working relationships with the public, department staff, local and state officials.
- Proficient oral and written communication skills. Proficient computer skills including office software applications including word processing and spread sheet applications as well as GIS and AutoCAD
- Have the ability to present technical information in a clear, concise manner to non-technical persons.
- Must have the ability to interact professionally with staff and the general public.

Working Conditions:

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.

Work is performed outdoors and in the office environment and may involve travel to a variety of locations to review work sites and attend meetings. Hand-eye coordination is necessary to operate various pieces of office equipment. While performing the duties of this job, the employee is required to stand and walk, use hands to finger, handle, feel or operate objects, and reach with hands and arms. The employee is required to talk and hear. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The work environment is fast paced, and the noise level is usually moderate. The employee must occasionally lift and/or move up to 30 pounds. Duties are performed both individually and as part of a work team. Attendance at night meetings may be required, and meeting project deadlines may require working more than 40 hours per week. The employee may occasionally encounter stressful situations due to sensitive or complex public issues.

The employer reserves the right to modify the working conditions to reflect changes or modifications in the work performed.

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements or a contract for services. Individuals may perform other

duties as assigned, including work in other functional areas to cover absences or to provide relief, to equalize peak work periods or otherwise to balance the work load.