

## TOWN OF COLCHESTER

### JOB DESCRIPTION

**Position:** Construction Engineer

**Reports to:** Town Engineer

**Department:** Public Works

**Classification:** Exempt

**Pay Grade:** 14

### JOB FUNCTION

Under the general direction from the Town Engineer, provides project management services for the design and construction of public improvement projects. This position has responsibility for performing all phases of project management including design, permitting, right-of-way, bidding and construction.

### DISTINGUISHING CHARACTERISTICS

An incumbent in this position provides professional management services associated with the department's public improvement projects. Expectations for this position include critical path management skills, excellent communications skills, and the organization and coordination of multiple projects.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.

- With guidance from the Town Engineer, prepares bid documents, scopes of work, technical specifications and construction documents for the design and construction of public improvement projects and forwards to the Town Engineer for review, comment, and approval.
- Administers bid phase services for design and construction of public works construction projects and formulates contract award recommendations to the Town Engineer.
- Manages the engineering and design phases of public improvement projects; reviews all work products to ensure integration of all project goals and objectives and adherence to specifications and standards; manages project schedule to ensure completion consistent with departmental and contractual goals; reviews and processes pay requisitions and recommends payment to the Town Engineer.
- With guidance from the Town Engineer, Identifies and obtains all necessary local, state and federal permits for public improvement projects, to include, but not limited to; Act 250, Storm Water, Wastewater, Water Supply, Army Corp, Wetlands, Rare and Endangered, Historical Preservation, Labor and Industry and all relevant local approvals.

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- Identifies all easement and right-of-way requirements for public improvement projects; works with Town's Attorney in the preparation of draft and final easement documents, presents and negotiates easement and right-of-way agreements with affected property owners; files and records all easement and right-of-way documents with local and state authorities.
- Manages construction phase of public improvement projects; conducts regular job meetings; coordinates management efforts with inspection services; manages overall project schedule to ensure completion in accordance with contract requirements; identifies the need and defines the details associated with design changes, change orders, contract amendments, and makes recommendations to the Town Engineer.
- Reviews and processes pay requisitions and recommends payment to the Town Engineer.
- Manages project punch lists and project closeout documents, including the submission of as-built plans.
- Performs all other work as assigned by the Town Engineer.

### **DESIRED MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

Critical Path Management procedures; design and construction practices; bid phase and construction documents; environmental, utility and construction permitting, easement and right-of-way acquisition process, budget and project financial management, operation and use of computer applications typically used within the public works field.

#### **Ability to:**

Manage multiple phases of multiple projects simultaneously and complete them on time and within budget; manage consultant design services to achieve departmental goals, objectives and standards; identify and obtain all required local, state and federal permits; identify all easement and right-of-way needs and secure the necessary rights prior to construction, effectively communicate and maintain an affective working relationship with multiple consultants, contractors, regulatory agencies and property owners.

#### **Training and Experience**

Any combination of training, education and experience that demonstrates the required knowledge, skills, and abilities is qualifying. A typical way of obtaining the knowledge, skills and abilities outlined above is graduation of a two-year college or Technical school with major course work in Civil Engineering, and five years of construction and project management experience.

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### Physical Requirements:

These are physical and mental requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental requirements will not automatically disqualify a candidate or employee from the position. Upon request for a reasonable accommodation, the organization may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential functions to which it relates, and the proposed accommodation.

<input checked="" type="checkbox"/> Seeing	<input checked="" type="checkbox"/> Ability to Move Distances	<input checked="" type="checkbox"/> Lifting (specify)
<input checked="" type="checkbox"/> Color Perception	Within and Between	__20__ Pounds
<input checked="" type="checkbox"/> Hearing/Listening	Facilities/Offices	__ Carrying (specify)
<input checked="" type="checkbox"/> Clear Speech	__ Climbing	_____ Pounds
<input checked="" type="checkbox"/> Touching	__ Ability to Mount and	X Driving (local/over
<input checked="" type="checkbox"/> Dexterity	Dismount Equipment	the road)
X Hand	__ Pushing/Pulling	Other_____
X Finger	X Typing	_____
<input checked="" type="checkbox"/> Standing		_____
<input checked="" type="checkbox"/> Sitting		

### Mental Reasoning Requirements:

<input checked="" type="checkbox"/> Reading - Simple	<input checked="" type="checkbox"/> Writing-Complex	<input checked="" type="checkbox"/> Analysis/Comprehension
<input checked="" type="checkbox"/> Reading – Complex	X Clerical	<input checked="" type="checkbox"/> Judgment/Decision Making
<input checked="" type="checkbox"/> Writing – Simple	X Basic Math Skills	<input checked="" type="checkbox"/> Stress

### Work Environment:

<input type="checkbox"/> Shift Work	<input checked="" type="checkbox"/> Outside	<input type="checkbox"/> Pressurized Equipment
<input checked="" type="checkbox"/> Works Alone	<input checked="" type="checkbox"/> Extreme Heat	<input type="checkbox"/> Moving Objects
<input checked="" type="checkbox"/> Works with Others	X Extreme Cold	__ High Places
<input checked="" type="checkbox"/> Verbal Contact w/Others	X Noise	X __ Fumes/Odors
<input checked="" type="checkbox"/> Face-to-Face Contact	__ Mechanical Equipment	__ Hazardous Materials
<input checked="" type="checkbox"/> Inside	__ Electrical Equipment	X__ Dirt Dust

### Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel to be classified. Nothing in this job description should be construed as a promise of employment at a particular level or for any particular time frame. This position is an “at will” position. The Town of Colchester reserves the right to determine, in its sole discretion, which functions are performed by which employees and to make changes to functions or responsibilities at any time, with notice to employees of such change.