

Class Title: Engineer

FLSA: Exempt

Salary : \$77,812.80 to \$101,150.40 based on experience

Engineer

This is a highly responsible, professional, and technical position that is responsible for directing and managing the Town's engineering functions. The position requires proficiency within many civil engineering disciplines, including infrastructure and site development, construction management, stormwater management, and facilities management. Responsibilities include directing of, or the hands-on preparation and review of, plans, specifications, and cost estimates; site inspections and reporting; assisting and advising departments and regulatory authorities; and the approval of permits and applications.

SUPERVISED BY:

Work is performed with general independence under the supervision of the Director of Public Works or designee.

ESSENTIAL JOB FUNCTIONS:

- Develops or oversees the development of plans and specifications for a wide variety of municipal projects and activities.
- Provides ongoing staff support to municipal departments, boards, commissions, and committees.
- Manages and oversees the MS4 and stormwater program for the Town.
- Develops and solicits bids and requests for proposals, including bid documents, drawings, specifications, and cost estimates for a wide variety of projects and services, including, but not limited to construction or reconstruction of streets, curbs, related structures and drainage; facilities construction, renovation or maintenance; and pavement management.
- Monitors, coordinates, and reports on the work of consultants and contractors. Reviews and approves consultant/contractor pay estimates. Assures that work follows Town ordinances, contract documents and specifications, and that project expenditures are within budget.
- Works in coordination with contracted or in-house field inspectors, or performs field inspections, for a variety of projects.
- Responsible for oversight, maintenance, and improvement of the GIS base map and supplemental maps, including coordinating and incorporating data from other departments and outside sources. Facilitates the dissemination and use of this information.
- Works collaboratively with the Public Works Director on the public works project development and completion, including contract administration, preliminary design approval, plan and specification review, and inspection during construction.

- Assists in the development of policies and programs to address infrastructure and long-term capital needs, including facilities maintenance and replacement.
- Assists departments with preparing and implementing federal, state, and local grants and loans, related to engineering data and criteria.
- Develops and updates design criteria, construction specifications, and standard drawings for the design and construction of public infrastructure projects.
- Oversees the maintenance of public records regarding street rights-of-ways, and other public infrastructure.
- Assists departments with capital planning relative to infrastructure and facilities in the Town.
- Works with the Public Works Director to respond to inquiries and concerns from Town Manager, staff, citizens, developers, regulatory agencies, departments, and others on matters relating to the Town's infrastructure and Public Works projects.
- Ensures implementation, accurate record keeping, and compliance with Federal, State and local legislation related to the engineering activities of the Town.
- Represents the Town before various boards and commissions and participates as a representative of the Town and/or department as appropriate.
- Monitors and reports to the Maine Department of Transportation (MDOT) as required on activities, programs and grants.
- Maintains personal professional development in own field of expertise by attending related training seminars and actively participating in professional associations.
- Performs other related duties as required.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

SKILLS/EXPERIENCE/TRAINING REQUIRED:

- Position requires a four-year college degree in civil engineering or related field, plus at least five (5) years of related experience, or an equivalent combination of education and experience to allow successful performance of all essential functions. Registration as a Professional Engineer in the State of Maine is required
- Considerable knowledge and demonstrated ability to apply the modern principles and practices of civil engineering and construction, particularly as it pertains to municipal infrastructure including pavement systems, stormwater management, storm sewer collection/treatment, as well as buildings and facilities.
- Proficiency in the use of computer hardware and software, including the Microsoft Office suite, computer aided design (AutoCAD or equivalent), & geographic information systems (GIS).
- Knowledge of modern surveying practices, techniques and equipment.
- Knowledge of laws and regulations governing the design and construction of infrastructure projects as well as familiarity with building and life safety codes.
- Knowledge of basic safety principles and practices including OSHA regulations pertaining to construction.
- Excellent analytical and reasoning abilities.

- Excellent project planning and project management skills.
- Excellent oral and written communication skills, including the preparation of complex written documents, reports and presentations.
- Excellent presentation skills demonstrated by an ability to effectively communicate complex concepts and to be persuasive in a professional and articulate manner.
- Excellent skills in the preparation and review of complex requests for proposals and bid documents.
- Excellent skills in the preparation, negotiation, and administration of procurement, service, construction, and maintenance contracts.
- Excellent customer service skills and the ability to proactively establish and maintain effective working relationships and deal courteously with all who do business with the Town including, but not limited to, customers, residents, vendors, internal departments; and Federal, State, regional or local agencies and community organizations.
- Excellent records management skills, including the ability to design and implement systems to facilitate excellent records management, retrieval, and analysis.
- Ability to establish priorities and organize work. Ability to multi-task and perform with evolving priorities.
- Ability to establish and maintain effective work relationships with supervisors, co-workers, employees, municipal officials and the public.
- Ability to maintain confidentiality and handle sensitive issues with discretion and sound judgment.
- Ability to act with considerable independence and exercise good judgment.
- Valid State of Maine driver's license in good standing.

WORKING CONDITIONS/PHYSICAL DEMANDS:

The working conditions/physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Working Conditions - Conditions vary from a general office environment with limited physical demands, to conditions that frequently include extended periods of time conducting field visits and supervision, in a variety of environments, including inclement weather and potentially hazardous conditions. While performing the duties of this class, the incumbent is regularly required to operate a desktop computer, requiring hand-eye coordination and finger dexterity; use written and oral communication skills; observe and interpret situations; read and interpret data, information and documents; analyze and solve complex problems; use math and mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions; and interact with officials and the public.

Physical Demands - While performing the duties of this job, the employee is regularly required to sit; talk and hear, both in person and by telephone; operate computer and standard office equipment, requiring hand-eye coordination and finger dexterity; and reach with hands and

arms. Regular physical activity required including driving, walking, standing, stooping, pushing, and pulling. Ability to lift, carry, push, pull and position objects utilizing proper body mechanics and techniques: up to fifty (50) pounds.

The duties listed above 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 the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The Town of Old Orchard Beach is an equal employment opportunity employer.

Submit Applications & Resumes to:

Town of Old Orchard Beach
Attn: HR Office
1 Portland Ave
Old Orchard Beach ME 04064
Email: fbeaulieu@oobmaine.com