

**Job Title:**                    **Town Engineer**

**Job Description:**        Duties for this position include technical support to the Planning Board with application reviews, technical support to the Public Works Department (highway & solid waste), and planning, design, and construction administration of Town water/sewer/roadway & bridge projects.

**Accountability:**        Reports to the Deputy Town Manager.

**Equipment Used:**        computer, telephone, copy machine, fax machine, calculator, miscellaneous test instruments, surveyor's instruments and motor vehicle.

**Environment:**            Inside: 50%                    Outside: 50%

**Duties & Responsibilities:**

- Technical support to the Planning Board: review plans filed with applications for site review/subdivision approval for compliance with town codes, ordinances, state laws and regulations.
- Make field inspections of development projects during and upon completion for compliance with approved plans and specifications, and applicable codes, ordinances, laws and regulations.
- Technical support to the Public Works Department (highway and solid waste).
- Planning, design, and construction administration of Town water/sewer/roadway & bridge projects.
- Act as advisor/staff to Board of Selectmen, planning and zoning boards as may be necessary.
- Deal effectively with contractors, property owners, and other members of the public when explaining, interpreting and enforcing statutes, rules, regulations, codes and ordinances, especially under strained or adverse conditions.
- Keep records, and prepare and present reports as required.
- Develop, present and administer, after approval, department budget.
- Performs related duties as assigned.

**Cognitive and Sensory Requirements:**

Talking:                    Necessary for communicating with others.

Hearing:                    Necessary for receiving information.

Sight:                        Necessary to do job effectively.

Tasting & Smelling:      Necessary to do job effectively.

Specific Vocational Preparation Requirement(s):

- |  |   |
|--|---|
| <input type="checkbox"/> 1. Short demonstration only.                          | <input type="checkbox"/> 5. 181 days to 1 year.   |
| <input type="checkbox"/> 2. Any beyond short demo up to &<br>Including 30 days | <input type="checkbox"/> 6. 1 to 2 years          |
| <input type="checkbox"/> 3. 30-90 days   | <input type="checkbox"/> 7. 2 to 4 years          |
| <input type="checkbox"/> 4. 91-180 days  | <input checked="" type="checkbox"/> 8. 4-10 years |
|  | <input type="checkbox"/> 9. Over 10 years         |

Licensure/Certification Requirements: Applicant must have a New Hampshire Professional Engineering License or the ability to obtain one with in the first 9 months of employment. A B.S. degree in Engineering from an accredited engineering school. Knowledge and experience in applying and interpreting rules, regulations, codes, ordinances, and criteria. Demonstrated oral and written communications skills. Valid Driver's License.

Other Training Skills and Experience Requirements: 7 +/- years of related experience.

Summary of Occupational Exposures: Employee may be exposed to hazardous materials in the course of execution of duties.

Other Considerations and Requirements: Work is performed with considerable independent judgement and discretion in the interpretation, application and enforcement of laws, rules, regulations, and ordinances.

Work is reviewed through reports, discussion, and results achieved.  
Attendance at meetings of boards and commissions, as required and necessary.

Physical Activity Requirements:

Primary Physical Requirements-

- |                     |                        |
|---------------------|------------------------|
| Lift up to 10 lbs.: | Frequently Required.   |
| Lift 11 to 25 lbs.: | Occasionally Required. |
| Lift 26 to 50 lbs.: | Rarely Required.       |
| Lift over 50 lbs.:  | Not Required.          |

- |                      |                        |
|----------------------|------------------------|
| Carry up to 10 lbs.: | Frequently Required.   |
| Carry 11 to 25 lbs.: | Occasionally Required. |
| Carry 26 to 50 lbs.: | Rarely Required.       |
| Carry over 50 lbs.:  | Not Required.          |

Other Physical Considerations-

- |            |                        |
|------------|------------------------|
| Twisting:  | Occasionally Required. |
| Bending:   | Occasionally Required. |
| Crawling:  | Occasionally Required. |
| Squatting: | Occasionally Required. |
| Kneeling:  | Occasionally Required. |
| Crouching: | Occasionally Required. |
| Climbing:  | Occasionally Required. |
| Balancing: | Occasionally Required. |

Physical Activity Requirements Continued...

Reach Above Shoulder Height:	Occasionally Required.
Reach at Shoulder Height:	Frequently Required.
Reach below Shoulder Height:	Occasionally Required.
PUSH/PULL:	Occasionally Required.

Work Surface(s):

Standard Office Desk & Chair.  
 Rough, wet, slippery terrains.  
 Construction sites & buildings.

Hand Manipulation:

Grasping:	Frequently Required.
Handling:	Frequently Required.
Torquing:	Occasionally Required.
Fingering:	Frequently Required.

During an 8 Hour Day Employee is Required to:

	<u>Consecutive Hours</u>	<u>Total Hours</u>
Sit	<u>1</u> 2 3 4 5 6 7 8	1 2 <u>3</u> 4 5 6 7 8 9
Stand	<u>1</u> 2 3 4 5 6 7 8	1 <u>2</u> 3 4 5 6 7 8 9
Walk	<u>1</u> 2 3 4 5 6 7 8	1 2 <u>3</u> 4 5 6 7 8 9

Controls & Equipment: Computer, telephone, calculator, copy and fax machines, microfilm reader/printer, measuring devices, testing equipment, motor vehicle.