

TOWN OF ROCKY HILL JOB POSTING

(This is an advertisement. Please see pages 2 – 4 for a detailed job description.)

DEPARTMENT OF COMMUNITY DEVELOPMENT SERVICES AND PUBLIC WORKS; ENGINEERING DIVISION

CIVIL ENGINEER/INSPECTION COORDINATOR

The Town of Rocky Hill, one of Connecticut's most desirable places to live and work, is accepting applications for a full-time position of Civil Engineer/Inspection Coordinator.

Rocky Hill is a suburban community of 21,000 residents, and is rich in history dating back to the Revolutionary War. Comprised of 14 miles of a unique mix of established neighborhoods, farmland, and corporate properties, the Town is committed to preserving and improving the character, appearance and aesthetics of the community and protecting its architectural heritage. Rocky Hill is located on the shore of the Connecticut River, just two hours from both Boston and New York City, and eight miles south of Hartford. From corporate office parks to vibrant neighborhoods, Rocky Hill continues to accommodate growth without sacrificing its small-town atmosphere.

This position is part of the MEUI Local #506 union. Salary (effective 7/1/2021: ranging between \$88,049 to \$96,213) and hours will be in accordance with the collective bargaining agreement which can be viewed online at: www.rockyhillct.gov/unioncontracts.

Application materials must clearly describe how the applicant's work experience and skills are aligned with job qualifications, and reflect relevant work experience and achievements. Interested applicants must submit each of the following: 1) a resume; 2) a letter of interest which clearly demonstrates how the applicant meets the qualifications set forth in the job posting and job description; and 3) A completed Town of Rocky Hill Application for Employment. Applications will be accepted until this position has been filled. Incomplete applications will not be considered. Please be advised finalists will be required to undergo a comprehensive background, financial, and/or criminal investigation.

The Town of Rocky Hill is an EEO/AA Employer and complies with the ADA. Applicants with disabilities may request assistance or an accommodation at any time by contacting Human Resources via telephone (860-258-7651), via confidential fax (860-257-1109), via email (hrdept@rockyhillct.gov) or by visiting the department of Town Hall during business hours.

**Town of Rocky Hill
Job Description**

POSITION: CIVIL ENGINEER/INSPECTION COORDINATOR
DEPARTMENT: COMMUNITY DEVELOPMENT
REPORTS TO: TOWN ENGINEER
SUPERVISES: PART TIME STAFF
BARGAINING UNIT: MEUI LOCAL #506

Summary of Responsibility:

Under the direction of the Town Engineer, coordinates civil (municipal) engineering duties in order to complete municipal Capital Improvement engineering projects from start to finish including surveying, design, estimating, project management, inspection, coordination with contractors and other work as related. As assigned, directs technical and support staff relative to inspection of various construction, utility, and capital improvement projects.

Essential Functions:

1. Manages Town Capital Improvement construction projects including obtaining relevant permits, preparation of billings, payments and reports.
2. Manages annual Town programs that include road paving and repairs, crack sealing, pavement markings, and installation and replacement of sidewalks and ramps, and supervises part-time and clerical staff as assigned.
3. Coordinates and performs inspections relating to various projects, sidewalks, road paving, and construction of developers.
4. Plans work according to project schedules and standard procedures.
5. Assigns and supervises work to inspection staff.
6. Performs engineering, surveying, and inspection work in designing, reviewing, and inspecting the construction of highway and public works facilities such as: streets, sidewalks, parking lots, recreational facilities and drainage systems.
7. Prepares specifications and cost estimates for proposed public works projects.
8. Addresses public and private groups on public works improvements.
9. Assists Town Engineer with comprehensive engineering studies for federal and state review.
10. Reviews sit and subdivision plans for compliance with Town, DOT and other civil engineering standards.
11. Confers with engineers, surveyors, architects, builders, developers, and the public on town engineering and public works matters.
12. Coordinates project work with other towns, state and federal agencies as necessary.
13. Administers public works activities of private contractors within street rights-of-way.
14. Assists Town Engineer with developing reports and recommendations on various related engineering topics for use by the Town Manager, Town Planning and Zoning Commission, Town Council and Inland Wetlands Commission.
15. Attends evening meetings as necessary.

The duties listed above are intended only as illustrative 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 or a logical assignment to the position.

Qualifications and Competencies:

1. Graduation from a recognized college or university with a Bachelor's degree in Civil Engineering/Civil Engineering Technology.
2. At least four (4) years of progressively responsible civil engineering experience, including unit or project supervisory experience.
3. Must have an Engineer in Training (EIT) license and must obtain a PE License within the normally prescribed period of time designated by the Connecticut State Department of Consumer Protection.
4. Must have valid State of Connecticut motor vehicle operator's license.
5. Considerable knowledge of the principles and practices to implement municipal civil engineering public works projects from inception and design, to construction and inspection.
6. Working knowledge of the techniques and construction practices used in public works activities.
7. Ability to perform relatively complex engineering designs.
8. General knowledge of principles and practices of land surveying and ability to operate surveying equipment.
9. Working knowledge of the State of Connecticut DOT design standards.
10. Working knowledge, skill and ability to effectively use CAD, GIS and other related engineering software programs.
11. Intermediate computer skills using various types of software including Microsoft Office and ability to easily learn new software programs.
12. Working knowledge of subdivision and zoning regulations.
13. General knowledge of the State of Connecticut Inland Wetlands regulations.
14. General knowledge of Connecticut Stormwater Quality Manual.
15. General knowledge of the Connecticut Guidelines for Soil Erosion and Sediment Control and familiar with proper erosion control methods, construction sequences, and low impact development design strategies.
16. General knowledge of the State of Connecticut MS4 permit.
17. Ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions.
18. Ability to supervise and deal effectively with staff, officials, project personnel and the public.
19. Ability to establish an effective working relationship with contractors, developers, utility representatives, co-workers and the general public.
20. Ability to effectively communicate orally and in writing.
21. Ability to follow quickly and accurately brief oral and written instructions.

22. Acceptance of appointment will mean agreement not to engage in or be associated with, directly or indirectly, construction activity or engineering services within the Town of Rocky Hill.
23. Must be able to work under adverse weather conditions.

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Regularly required to use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; and talk or hear.
2. Frequently is required to walk and sit.
3. Occasionally required to stand, climb or balance, and stoop, kneel, crouch or crawl.
4. Ability to lift and/or move up to twenty five (25) pounds.
5. Vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and ability to adjust focus.
6. The dexterity necessary to utilize a computer keyboard on a regular basis is essential.
7. The duties listed above are intended only as illustrative of the various types of work that may be performed.

The Town of Rocky Hill is an EEO/AA employer and complies with the guidelines of the Americans with Disabilities Act.