



JOHN L. SALOMONE
TOWN MANAGER

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

CAREER OPPORTUNITY

POSITION: ENGINEERING TECHNOLOGIST II	PAY RANGE: \$ 2,384 – 2,902 biwkly	CLASSIFICATION/ GRADE: T-7	EEOC Tech.
LOCATION: Engineering Department Town Hall	APPLY BY: April 16, 2012	APPLY TO: Town Manager 131 Cedar Street Newington, CT	

POSITION DESCRIPTION

Under the general direction of the Public Works Director/Town Engineer has the responsibility of performing lead work in design, construction, and inspection of municipal public works projects; performs research and drafting work; provides information on departmental systems and policies to contractors, consulting engineers, and public.

ESSENTIAL FUNCTIONS

- Provides lead in the preparation of plans, specifications, designs, and cost estimates for public works projects in an efficient and timely fashion.
- Performs complex mathematical computations in survey, design, and estimating work.
- Responsible for the administration of files and indexes of engineering maps, records, and easements.
- Reviews subdivision plans and building site plans for conformance with pertinent rules and regulations.
- Serves as chief of survey party as needed using established surveying procedures in performing public works projects, construction, and land survey work.
- Performs inspections for subdivision, road construction, existing facilities, and Town contracted public works projects for conformity to design, materials and schedule specifications.
- Makes field determination of unanticipated construction obstacles and recommends modifications to plans and related costs.
- Evaluates the results of various tests including, but not limited to, soils, systems, and materials to assure compliance with applicable standards.
- Drafts property and construction maps from current and previous field notes, maps, deeds, and related information.
- Prepares sketches, maps, and reports, easements, estimates, agreements.
- Evaluates and performs both complex hydraulic design and analysis of proposed and existing systems

MINIMUM QUALIFICATIONS

- Bachelor Degree in Civil Engineering or a closely related field, and
- three years experience in the field of construction inspection or engineering technical work.
- A valid Connecticut driver's license.
- Engineer in Training (E.I.T.) or Land Surveyor in Training (L.S.I.T.) preferred

*****See attached Job Description for other duties, qualifications, responsibilities and functions.*****

The Town of Newington is an Affirmative Action/Equal Opportunity Employer and does not discriminate on the basis of age, sex, race, color, religion, marital status, sexual preference, national origin, or disability.

Phone: (860) 665-8510 Fax: (860) 665-8507
townmanager@newingtonct.gov
www.newingtonct.gov

TOWN OF NEWINGTON

TITLE:	Engineering Technologist II	GRADE:	T-7
DEPARTMENT:	Public Works - Engineering	DATE:	Town Council Adopted 6-27-06

POSITION DESCRIPTION

Under the general direction of the Public Works Director/Town Engineer has the responsibility of performing lead work in design, construction, and inspection of municipal public works projects; performs research and drafting work; provides information on departmental systems and policies to contractors, consulting engineers, and public.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Allocates work to subordinates.
- Provides lead in the preparation of plans, specifications, designs, and cost estimates for public works projects in an efficient and timely fashion.
- Performs complex mathematical computations in survey, design, and estimating work.
- Responsible for the administration of files and indexes of engineering maps, records, and easements.
- Reviews subdivision plans and building site plans for conformance with pertinent rules and regulations.
- Serves as chief of survey party as needed using established surveying procedures in performing public works projects, construction, and land survey work.
- Responsible for care and maintenance of survey instruments and equipment.
- Performs inspections for subdivision, road construction, existing facilities, and Town contracted public works projects for conformity to design, materials and schedule specifications.
- Makes field determination of unanticipated construction obstacles and recommends modifications to plans and related costs.
- Evaluates the results of various tests including, but not limited to, soils, systems, and materials to assure compliance with applicable standards.
- Drafts property and construction maps from current and previous field notes, maps, deeds, and related information.
- Prepares sketches, maps, and reports, easements, estimates, agreements.
- Reports work accomplished to Public Works Director/Town Engineer.
- Operates a computer using typical office and engineering software.
- Evaluates and performs both complex hydraulic design and analysis of proposed and existing systems.

ADDITIONAL JOB FUNCTIONS:

- Draws and indexes maps, charts, graphs and other illustrated materials for various departments and Town publications.
- Evaluates any plan changes and prepares recommendations on changes to Town Engineer.
- Assists public by providing information and technical assistance.
- Operates copying, plotting and printing machines.
- Provides liaison between State, private developers, engineers for both public and private projects.
- Any other functions of lower level Engineering Technologist grades.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of and ability to apply civil engineering and land surveying principles and practices.
- Ability to apply the principles of construction inspection to solve practical field problems.
- Ability to operate calculating, surveying equipment, drafting and other engineering equipment.
- Ability to give clear, concise written and oral instructions and work effectively with staff, superiors and the general public.
- Ability to interpret plans specifications and a variety of instructions furnished in written, oral, diagrammatic or schedule form.
- Familiarity with CADD engineering and survey based applications.

REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS:

- Ability to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms.
- Ability to operate equipment requiring eye and hand coordination and mechanical aptitude.
- Ability to work in poor weather conditions, including heat, cold, rain or snow.
- Sufficient stamina and good health to perform strenuous physical labor.
- Ability to access and reach difficult places and varied terrain for inspection purposes.
- Must be able to stand and work for extended periods of time; ability to sit, climb or balance, stoop, kneel, crouch or crawl.
- Ability to move within Town buildings and facilities.
- Ability to move property line monuments, bulk survey stakes and similar materials, and to push/pull/lift objects weighing 75 pounds or more.
- Ability to hear normal sounds with some background noise and to communicate effectively.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Ability to talk and smell.
- Ability to read and interpret basic instructions for operating tools and equipment.
- Ability to keep routine records and write basic reports.
- Ability to remember multiple tasks/assignments given to self and others over extended periods of time.
- Ability to deal with standardized situations with only occasional new variables.

REQUIRED MINIMUM QUALIFICATIONS:

- Bachelor Degree in Civil Engineering or a closely related field, and
- three years experience in the field of construction inspection or engineering technical work.
(Note: work experience which includes land survey crew experience and experience in engineering design and preparing cost estimates may be substituted for the educational requirement on a year-for-year basis)

LICENSE OR CERTIFICATE: A valid Connecticut driver's license. Engineer in Training (E.I.T.) or Land Surveyor in Training (L.S.I.T.) preferred

Note: The above tasks and responsibilities are illustrative only. The description does not include every task or responsibility.

I understand that nothing in this position description restricts the Town's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects the Town Administration's assignment of essential functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

I have reviewed this document and discussed its contents with my supervisor and I fully understand the nature and purpose of this position description and its related duties.

Employee

Date

Supervisor

Date