CITY OF SHELTON

ENGINEERING DEPARTMENT

JOB DESCRIPTION

TITLE: ASSISTANT CITY ENGINEER

GENERAL DESCRIPTION:

This is a responsible engineering position involving the performance of a variety of engineering duties in support of the City Engineer. The work involves responsibility for the preliminary review of subdivision road plans, inspection of construction and the design of road and drainage improvements. Duties include review and comment on subdivision plans, site plans and commercial construction and assisting the City Engineer in the coordination, reparation, and inspection of assigned projects. This position has the responsibility for making routine engineering technical decisions. The work requires that the employee have good knowledge, skills and ability in basic municipal civil engineering work.

SUPERVISION RECEIVED:

Works under the direction of the City Engineer.

EXAMPLES OF DUTIES:

Reviews and comments on subdivision plans, site plans and inspects construction in progress.

Prepares designs for road and drainage improvements.

Coordinates pavement restoration projects with utilities and contractors.

Updates the City's pavement management system and participates in the inventory and rating of City roads.

Assigns house numbers for new houses and buildings and advises the Assessor and Building Departments.

Follows up on City sidewalk survey and initiates necessary action for replacement or re-pavement.

Works with Highway Department when road and drainage problems occur in the City.

Represents the City Engineer at meetings with utilities and developers.

Oversees and delegates work assignments for Civil Engineering Technicians.

Preforms related work as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Good knowledge of civil engineering principles and practices as applied to road construction and drainage.

Considerable ability in oral and written communication.

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JOB DESCRIPTION

TITLE: ASSISTANT CITY ENGINEER

Considerable ability to establish and maintain effective working relationships with the Administration, Supervisor, subordinates, consultants, contractors, associates, and the general public.

Good ability to interpret engineering regulations and standards, and to perform complex engineering calculations. Should have proficiency in various computer programs necessary to perform job related tasks.

QUALIFICATIONS:

A Bachelor's Degree in Civil Engineering, Physical Science and/or equivalent or related degree from a recognized college or university and one (1) year of experience in municipal engineering design, or an Associate's Degree in Civil Engineering or Civil Engineering Technology with three (3) years' experience in municipal engineering design, or six (6) years' of progressively responsible municipal engineering design experience, substituting on a year-for-year basis. Must have a valid Connecticut Class 3 driver's license.

This description lists only those job duties necessary for salary evaluation and does not include each and every requirement and may be revised.

CITY OF SHELTON JOB POSTING 04012019
JOB TITLE: ASSISTANT CITY ENGINEER
YEARLY WAGE: $64,618 – $76,926

NATURE OF WORK: This is a responsible engineering position involving the performance of a variety of engineering duties in support of the City Engineer. The work involves responsibility for the preliminary review of subdivision road plans, inspection of construction and the design of road and drainage improvements. Duties include review and comment on subdivision plans, site plans and commercial construction and assisting the City Engineer in the coordination, preparation, and inspection of assigned projects. This position has the responsibility for making routine engineering technical decisions. The work requires that the employee have good knowledge, skills and ability in basic municipal civil engineering work.

EDUCATION, EXPERIENCE AND TRAINING: A Bachelor's Degree in Civil Engineering, Physical Science and/or equivalent or related degree from a recognized college or university and one (1) year of experience in municipal engineering design, or an Associate's Degree in Civil Engineering or Civil Engineering Technology with three (3) years' experience in municipal engineering design, or six (6) years' of progressively responsible municipal engineering design experience, substituting on a year-for-year basis. Must have a valid Connecticut Class 3 driver's license.

KNOWLEDGE, SKILLS AND ABILITIES: The work requires that the employee has considerable knowledge, skill, and ability in all phases of Municipal Engineering work. **Considerable knowledge and ability** of civil engineering principles and practices as applied to road construction and drainage; ability in oral and written communication; Considerable ability to establish and maintain effective working relationships with the Administration, supervisor, subordinates, consultants, contractors, associates, and the general public; ability to interpret engineering regulations and standards, perform complex engineering calculations. Should have proficiency in various computer programs necessary to perform job related tasks.

EXAMPLES OF DUTIES: Reviews and comments on subdivision plans, site plans and inspects construction in progress; Prepares designs for road and drainage improvements; Coordinates pavement restoration projects with utilities and contractors; Updates the City's pavement management system and participates in the inventory and rating of City roads; Assigns house numbers for new houses and buildings and advises the Assessor and Building Departments; Follows up on City sidewalk survey and initiates necessary action for replacement or re-pavement; Works with Highway Department when road and drainage problems occur in the City; Represents City Engineer at meetings with utilities and developers; Oversees and delegates work assignments for Civil Engineering Technicians; Preforms related work as required.

CITY OF SHELTON JOB POSTING 04012019
JOB TITLE: ASSISTANT CITY ENGINEER
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The Assistant City Engineer Job Description is attached hereto, describing the examples of duties, supervision given and a more detailed job description, which terms and conditions will apply to each candidate.

HOW TO APPLY: Applicants may complete a City of Shelton job application available on the City of Shelton website www.cityofshelton.org (Human Resources page) or on the Job Posting Bulletin Board located outside the Human Resources Department, Shelton City Hall, 54 Hill Street, Shelton, CT 06484.

MERIT SYSTEM TESTING: Applications will be reviewed to ensure that each applicant meets the minimum qualification requirements. The top fifteen (15) candidates who successfully pass a written test will be invited to participate in an oral panel interview. A combined score of the written test and oral interview will determine the ranking assigned to each candidate. The top ten (10) candidates will remain on a certified hiring list for at least one year from which the City will hire.

PROBATIONARY PERIOD: Employees shall be considered probationary for six (6) months following the first day of work for the City of Shelton.

STARTING SALARY RANGE: **$64,618 - $76,926** per the collective bargaining agreement between the City of Shelton and AFSCME Local 1303-238 Administrative Clerical Union.

JOB CLASSIFICATION: This position is subject to the terms and conditions of the Collective Bargaining Agreement between the City of Shelton and AFSCME Local 1303-238 Administrative Clerical Union dated 5/18/2018. (Job Classification M).

APPLICATION CLOSING DATE: Applications will be accepted through **5:30 p.m. Friday, June 28, 2019** at Shelton City Hall, Human Resources Office on the first floor of Shelton City Hall, 54 Hill Street, Shelton, CT 06484.

This position description should not be construed as a complete listing of all duties and is not a contract of employment. The City of Shelton is an equal opportunity employer. EOE/MF