

Town of Simsbury – Engineer

The Town of Simsbury is looking to fill an opening in its Engineering Department. The position prepares or supervises the preparation of plans, specifications, quantity take-offs and cost estimates for public works projects; including streets, drainage, sewers, water mains, sidewalks, bridges, recreational facilities and other related work. The position may perform or supervise survey for location, design, project layout and as-builts. A candidate should have in-depth knowledge of AutoCAD, Microsoft Office products, and some experience with manual and electronic surveying instruments. A bachelor's degree in Civil Engineering is needed. The standard work week is 35 hours a week, with a salary range of \$70,240 - \$83,942 annually. Please apply at www.simsbury-ct.gov/jobs

POSITION DEFINITION:

Performs civil engineering work in the planning, construction, and design of a variety of public works projects; performs and supervises work associated with various public works projects.

GENERAL DUTIES:

- Receives oral or written instructions from the Town Engineer or Assistant Town Engineer.
- Organizes and plans work according to standard procedures.
- Prepares or supervises the preparation of plans, specifications, quantity take-offs and cost estimates for public works projects; including streets, drainage, sewers, water mains, sidewalks, bridges, recreational facilities and related work.
- Performs or supervises survey for location, design, project layout and as-builts.
- Manages or performs construction observation and record keeping for public works, subdivisions, and other development projects.
- Performs or supervises design drafting and record map preparation using AutoCAD design software.
- Evaluate projects submitted for review by other agencies, consultants, developers and utilities to determine compliance with Town standards and impacts of new construction on Town facilities. Assists in technical review of subdivision and commercial development plans, roadway design, drainage calculations, sanitary sewer design, easements, and other supporting documents.
- Provides technical information and general assistance to Town Departments.
- Reports work accomplished to Town Engineer.
- Prepare clear and concise technical reports related to investigations and project design. Perform related work as required.

ADDITIONAL DUTIES:

- Provide consultants, utilities, contractors and general public with engineering information.
- Assists contractors, architects, or others in applying for excavations and construction permits.
- Manages inspections and inspects public works projects in progress for conformity to design, materials, and schedule specifications.
- Uses CADD systems, and surveying equipment, and GIS applications.
- Prepares progress reports and maintains inspection reports of projects.
- Supervises engineering technicians, aides and seasonal employees.

- Performs administrative and field work as directed by Town Engineer.

SUPERVISED BY:

Receives general supervision from the Town Engineer, or the Assistant Town Engineer.

QUALIFICATION PROFILE:

- The skills and knowledge required would generally be acquired with a Bachelor's Degree in civil engineering and five years of increasingly responsible experience in public works engineering, including surveying experience.
- Strong Microsoft Office skills.
- Possess in-depth knowledge of AutoCAD design software; operating in an MS Windows environment and operation of support equipment including plotters and scanners.
- Some operating experience with manual and electronic surveying instruments is desirable.

LICENSE OR CERTIFICATE:

- Connecticut motor vehicle operator's license.
- Certification as an Engineer-in-Training, or equivalent years of experience.

CAREER POSSIBILITIES:

Promoted From: Engineering Associate.
Promoted To: Senior Engineer.