

**Town of Brunswick**  
**Position Description**  
**FLSA: Exempt**

**Position Title:** Assistant Town Engineer

**Department:** Administration/Engineering

**Reports To:** Town Engineer

**GENERAL SUMMARY:**

The incumbent functions with considerable independence and latitude in accordance with established policies and procedures and is responsible for providing technical and professional assistance to the Town Engineer in the performance of civil engineering, surveying and certain other technical functions. The primary areas of assistance relate to: permitting (street opening, obstruction, and driveway entrance), project planning, construction inspection, GIS, and Mapping. Other areas of assistance include traffic control, sign inventory management, subdivision/site planning inspection and facilities management.

This is a highly responsible position requiring the incumbent to be very self-motivated. The incumbent must possess excellent written and verbal communication skills; possess the ability to effectively communicate complex technical information to employees, officials, consultants, general public and others; maintain favorable public relations; and be a team player.

**ESSENTIAL JOB FUNCTIONS:**

- Assists with administration of road, sidewalk, and infrastructure permitting programs.
- Assists with the investigation of traffic-related requests. Coordinates with other departments and agencies as necessary.
- Reviews and approves excavation, driveway entrance, obstruction permits and other permits.
- Inspects roadway excavations for compliance with issued permits.
- Oversees, assists, or performs linear and topographical field surveys of municipal engineering projects; creates construction plans based on field survey and survey notes.
- Assists in the preparation, or prepares, project plans, specifications, bid documents, and as-built drawings using computer aided design (CAD) tools and other methods.
- Reviews or assists in the review of engineering plans and specifications of various civil engineering projects.
- Inspects, or supervises third-party inspection of construction work on Town projects and Town-approved subdivision and site plans, for compliance with plans and specifications to ensure quality; estimates construction progress.
- Prepares cost estimates for engineering projects.
- Prepares or assists in preparing requests for proposals for professional services.

- Oversees the work of contractors in accordance with bid specifications.
- Assists with the identification, design, funding, and implementation of capital, reconstruction, and maintenance projects.
- Coordinates with other Town departments, outside vendors and contractors, state and federal regulatory agencies, and the general public.
- Maintains the GIS base map and supplemental maps, including coordinating and incorporating data from other departments and outside sources.
- Facilitates the dissemination and use of GIS and mapping information, including publishing information to the Town's and third-party websites.
- Maintains and updates records, database, and files.
- Regularly reports department activities and issues to the Town Engineer.

### **OTHER DUTIES AND RESPONSIBILITIES:**

- Maintains personal professional development in own field of expertise by attending related training seminars and actively participating in professional associations.
- Provides field services to Public Works and other departments as necessary.
- Performs the functions of the Town Engineer in the Engineer's absence.
- Performs other related duties as required.

### **SKILLS/EXPERIENCE/TRAINING REQUIRED:**

- Duties require considerable knowledge of engineering functions, equivalent to completion of a four-year college degree, or an equivalent combination of education and experience to allow successful performance of all essential functions. Degree in civil engineering, construction management technologies, or related field is preferred.
- Extensive knowledge of computers and ability to use desktop programs and possess skills to be proficient with AutoCAD and GIS initiatives.
- Familiarity with Manual of Uniform Traffic Control Devices (MUTCD).
- Familiarity with Maine Department of Transportation (MDOT) construction processes and specifications, including Local Project Administration requirements.
- Ability to perform engineering computations and to prepare and review engineering plans and specifications with minimal supervision.
- Ability to prepare or assist with the preparation of technical documents.
- Ability to read and understand technical and engineering plans while being able to explain them to all persons.
- Ability to express complex ideas effectively, both orally and in writing.
- Ability to deal effectively, tactfully and professionally with the public in the enforcement of Town ordinances and regulations and ability to establish and maintain effective working relationships with Town officials, co-workers and the general public.

- Ability to act independently and to exercise discretion in choosing a course of action.
- Ability to work in a team environment.
- Ability to prepare reports, maintain records and prepare correspondences as required or assigned.
- Ability to establish priorities, organize work and meet deadlines.
- Ability to act with considerable independence and exercise good judgment.
- Ability to maintain confidentiality.
- Valid State of Maine driver's license in good standing.

**SUPERVISORY RESPONSIBILITIES:**

None

**WORKING CONDITIONS/PHYSICAL DEMANDS:**

*The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.*

\* External and internal applicants, as well as position incumbents, who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.

I acknowledge that I have been provided this job description and have reviewed it with my supervisor.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date