

Town of New Milford

JOB CLASSIFICATION DESCRIPTION

Job Title: Junior Engineer

B.U: Non-Union

FLSA: Exempt

Job Summary: The Junior Engineer is accountable for conducting safe, effective and efficient engineering work involving the performance of a variety of engineering duties in support of the Design Engineer and Director of Public Works.

Supervision Received: Works under the direction of the Design Engineer.

Supervision Exercised: Directs department and contract staff as assigned.

Examples of Essential Duties:

- Assists in coordinating with non-Town agencies (DOT, DEEP, ACOE, Eversource, Iroquois) for the initiation of Town projects
- Assists in the inspection of construction and the design of road and drainage improvements
- Assists in quality control checks on Town road drainage, and facility projects and in the road and drainage portion of developments, which will become Town property;
- Assists in the coordination, preparation and inspection of assigned projects
- Assists in the design, construction estimation and scheduling of various public works construction projects
- Assists in the documentation, investigation, and solutions to road and drainage problems identified to the department by Town residents and officials
- Assists in the preparation of specifications and construction drawings for highway type projects
- Assists in the review of subdivision drawings and drainage computations for compliance with applicable ordinances and regulations; designs roads and maps using AutoCAD and other engineering software
- Makes routine engineering technical decisions
- Responsible for the preliminary review of subdivision road plans; reviews and comments on subdivision plans, site plans and commercial construction
- Supervises staff as assigned
- Tracks construction bonds for new subdivisions
- Tracks MS4 compliance including but not limited to storm water flow reductions
- Works with the Road Construction Supervisor in administrating capital road projects
- Works with the Highway Foreman on bridge, drainage, paved and unpaved road maintenance
- Performs related duties as assigned that are both necessary and appropriate.

Knowledge, Skills and Abilities:

- Knowledge of civil engineering practices and procedures as well as inspection procedures as applied to public works activities
- Knowledge and experience with computers including word processing, spread sheets, data bases and AutoCAD
- Knowledge of engineering and architectural procedures in public works construction and operation, and road and highway maintenance
- Knowledge of principles of hydraulics, hydrology, and civil or soils engineering; knowledge of principles, practices, and methods of design, construction and maintenance of building and roads
- Knowledge of relevant State and federal laws, statutes, and regulations

- Considerable knowledge of relevant Town policies and procedures
- Knowledge and experience with construction methods, materials and equipment
- Knowledge of construction and maintenance equipment
- Knowledge of mathematical principles applied to land surveying; knowledge of municipal operations and their budgetary impact
- Knowledge of laws and regulations related to public works programs and responsibilities
- Knowledge of the methods, materials, tools and equipment utilized in providing public works services and in the operation of public works facilities
- Knowledge of the principles and practices of civil engineering and land surveying
- Demonstrated interpersonal skills; oral and written communication skills
- Demonstrated ability to access and process information contained in file records and computer databases
- Ability to apply principles of public works administration to define problems, collect data, establish facts, and draw valid conclusions
- Ability to apply the principles of construction inspection to solve practical field problems
- Demonstrated ability to clearly communicate engineering concepts to lay persons such as boards, commissions and the public;
- Demonstrated ability to give clear, concise written and oral instructions and work effectively with staff, superiors and the general public
- Demonstrated ability to make accurate cost estimates
- Ability to operate engineering equipment
- Demonstrated ability to use computerized engineering systems and applications;
- Ability to work cooperatively with the public, department heads and employees;
- Supervisory ability.

Minimum Qualifications:

- Bachelor's degree from an accredited college or university in Civil Engineering plus two (2) years of progressively responsible municipal engineering design experience and construction
- Incumbents in this class must pass a Professional Engineer's Fundamentals Exam for the State of Connecticut within two (2) year from date of appointment.
- Incumbents in this class may be required to travel.
- Incumbents in this class are required to possess and retain a valid Motor Vehicle Operator's license throughout employment.

Approved by Town Council – 5/8/1995

Updated by Personnel Department – 5/13/2005

Revised by Personnel 10/31/2022

Working Conditions, Physical and Mental Requirements: Incumbents in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination may be required.

Frequency: Place an “X” in each box that is appropriate to your job.

NEVER (N)	OCCASIONALLY (O)				FREQUENTLY (F)				CONSTANTLY (C)				
0 % of Shift	1-33% of Shift				34-66% of Shift				67-100% of Shift				
Frequency:	N	O	F	C	Frequency:	N	O	F	C	N	O	F	C
Physical Demands:					Depth Perception								X
Standing			X		Color Distinction								X
Walking			X		Peripheral Vision								X
Sitting			X		Driving				X				
Lifting		X			Physical Strength:								
Carrying		X			Little Physical Effort (-10 lbs.)		X						
Pushing		X			Light Work (-20 lbs.)		X						
Pulling		X			Medium Work (20-50 lbs.)		X						
Climbing		X			Heavy Work (50-100 lbs.)		X						
Balancing		X			Very Heavy Work (100+ lbs.)	X							
Stooping		X			Environmental Conditions:								
Kneeling		X			Cold (50 degrees F or less)		X						
Crouching		X			Heat (90 degrees F or more)		X						
Crawling		X			Temperature Changes		X						
Reaching		X			Wetness		X						
Handling		X			Humidity		X						
Grasping		X			Extreme Noise or Vibration		X						
Twisting		X			Exposure to Chemicals		X						
Feeling			X		Exposure to Gases and Fumes		X						
Talking			X		Exposure to Unpleasant Odors		X						
Hearing				X	Exposure to Bodily Fluids	X							
Repetitive Motion			X		Exposure to Dampness		X						
Hand/Eye/Foot Coordination			X		Confinement to a Small/Restricting Area		X						
Visual Acuity/Near			X		Mechanical Hazards		X						
Visual Acuity/Far			X		Physical Danger		X						

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified.

The Town of New Milford is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the Town when necessary.

Updated on: September 15, 2017

Updated on: October 31, 2022