

Middletown, CT Job Description

Classification Title	Assistant Chief Engineer
Job Code	
Department	Water & Sewer
Union Group	Teamsters
FLSA Status	Exempt
Pay Grade	

PURPOSE OF POSITION

The purpose of this position is to oversee and monitor the planning, design and construction of all projects in the department. Acts as the Chief Engineer in his/her absence. Provides technical expertise and customer service.~~The work is performed under the direction of the Chief Engineer.~~

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- ~~Plans, designs, specifies and oversees Water & Sewer Department projects. Prepares cost estimates and order materials for water distribution and sewage collection projects. Inspects construction projects.~~Manages construction projects, which includes planning, review of design plans, oversight of construction, timely processing of payments and project closeout.
- ~~Assumes the responsibilities of the Chief Engineer in his/her absence.~~Evaluates sanitary sewer and water systems to determine deficiencies. Develops specific plans and specifications to implement system improvements.
- ~~Plans work for the Engineering division.~~Oversees construction process, which includes reviewing shop drawings, attending project meetings, reviewing budgets, processing payment applications, recommending and processing change orders and ensuring project requirements are met.
- ~~Provides technical assistance to operational superintendents and other city departments.~~Implements and administers the Fats, Oils and Grease Program. Provides public presentations to educate community. Implements permit process and tracking system to ensure department compliance.
- ~~Performs technical reviews on permit applications. Issues connection permits to contractors. Prepares permit applications and represents the department at meetings.~~Reviews plans as part of the planning and zoning approval process. Meets with developers to ensure site development plan conforms to standards. Reviews and approves certificate of occupancy for various building improvements.

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- ~~Investigates sewer complaints and water complaints. Provides customer service to the public, residents, developers, contractors and realtors. Provides system information, which includes built, system pressure and water quality. Issues permits to contractors. Researches various sanitary sewer and water problems to determine cause and provide advice.~~
- ~~Prepares a variety of reports and correspondence; prepares reports for the Chief Engineer and Water & Sewer Director. Provides technical resources to the department. Represents department at various regulatory meetings to obtain planning and zoning permits.~~
- ~~Develops sanitary sewer and water designs for new installations. Reviews and maintains department conformance specifications. Evaluates, plans and implements department policies.~~
- ~~Assists superintendent, inspectors and contractors in gathering information for projects. Responds to water treatment plants in the event of chemical release. Represents department during emergencies.~~
- ~~Approves payment for construction and engineering contractors.~~
- ~~Operates various computer software packages including word, excel and AutoCAD.~~
- ~~Possess knowledge of pressure and gravity hydraulics and related mechanical/electrical systems.~~
- ~~Possess knowledge of laws and regulations governing municipal development and construction.~~
- Perform other related duties as assigned.

MINIMUM JOB QUALIFICATIONS

Education and Experience

Bachelor's degree in Civil or Mechanical Engineering ~~is required~~ and seven years of civil engineering experience ~~or any combination of education and experience that provides equivalent knowledge, skills and abilities.~~

~~Appropriate education substitutions can be made.~~ **Other**

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- ~~Position requires a Professional Engineer's License and the possession of a valid Connecticut driver's license.~~Licensed Professional Engineer.

PREFERRED QUALIFICATIONS

None.

KNOWLEDGE, SKILLS, and ABILITIES

- ~~Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systematize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and oversee the execution of these decisions.~~Ability to analyze system data to determine deficiencies.
- ~~Requires the ability to provide first line supervision. Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.~~Ability to develop comprehensive ordinance
- ~~Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information such as invoices, time sheets, reports, bulletins, drawings, plans, estimates, permit applications, manuals, specifications, standards, handbooks, maps, procedures and non-routine correspondence.~~Ability to interpret plans
- ~~Requires the ability to communicate orally and in writing with the Chief Engineer and all division personnel, other City departments, engineers, contractors, surveyors, boards and commissions, attorneys, vendors and the public.~~Ability to modify CAD drawings
- ~~Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, fractions and decimals; requires the ability to perform mathematical operations involving basic algebra and geometry.~~Ability to observe and evaluate situations to determine hazards.
- Ability to supervise and evaluate employees
- Ability to Prioritize and assign work

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- Knowledge in ~~T~~raining, orienting, and managinge personnel
- Ability to ~~R~~elate to and interact with a non-traditional and diverse student and employee population
- Ability to ~~W~~ork independently
- Ability to ~~A~~pply listening and interview skills, work under pressure, address conflict, solve problems, and make sound split-second judgments
- Ability to ~~R~~ead, analyze, and interpret standards, policies, procedures, and regulations
- Ability to ~~D~~evelop and write reports, policies, and correspondence
- Ability to ~~H~~andle common inquiries or complaints
- Ability to ~~E~~ffectively present information and respond to questions from students, faculty, staff, and visitors
- Ability to ~~W~~ork with mathematical concepts such as probability and statistical inference
- Ability to ~~A~~pply concepts such as fractions, percentages, ratios, and proportions to practical situations
- Ability to ~~D~~efine problems, collect data, establish facts, and draw valid conclusions
- Ability to ~~I~~nterpret an extensive variety of data and instructions in written, oral, schedule, mathematical, or diagram form and deal with several abstract and concrete variables
- Ability to ~~P~~erform mathematical computations such as addition, subtraction, multiplication, division. Calculate percent distributions, increase rates, and similar computations.
- Ability to ~~E~~xercise good judgment and focus on detail as required by the job
- Ability to ~~O~~perate standard office equipment, such as computer keyboards and monitors, copiers, scanners, and telephone
- Ability to ~~U~~se (or learn to use) computer software and systems applicable to the position
- Ability to ~~F~~ollow oral and written instructions and procedures
- Ability to ~~C~~ollect, organize, and interpret data and prepare accurate records

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- Ability to Verify and maintain accuracy of detailed data and information, detect data errors
- Ability to Mmeet schedules and deadlines of the work unit
- Ability to Communicate in English effectively orally and in writing
- Ability to Maintain well-organized materials, files, systems and tools
- Ability to Aadapt to changes in work situations and priorities
- Ability to Reason/analyze; use logic to identify and resolve problems
- Ability to Evaluate, organize, and summarize data and information
- Ability to Make varied arithmetic computations rapidly and accurately
- Ability to eEstablish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities
- Ability to Satisfy the needs of internal and external customers accurately and promptly, treating customers with fairness and respect.

PHYSICAL REQUIREMENTS

~~Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines, survey level, drafting instruments, and/or related materials used in performing essential functions.~~

~~• Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.~~

~~• Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and lifting, carrying, pushing and pulling objects and materials of moderate weight, up to twenty pounds.~~

~~• Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects,~~

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~~materials and tasks.~~ Exerting up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.

WORKING CONDITIONS

The working conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

~~• Ability to work under generally safe and comfortable conditions where exposure to environmental factors may cause discomfort and poses a limited risk of injury.~~

Incumbents may be subjected to moving mechanical parts, odors, dust, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, intense noises, gases, workspace restrictions, vibrations, chemicals, and oils.

The City of Middletown, CT is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Date created:	02/24/15
Dates revised	