

Middletown, CT Job Description

Classification Title	Chief Engineer
Job Code	
Department	Multi-Department
Union Group	Teamsters 671
FLSA Status	Exempt
Pay Grade	

PURPOSE OF POSITION

The purpose of this position is to perform responsible engineering work in the planning, design and construction of a variety of public work projects. Provides technical consultation and assistance to City departments, boards and commissions. Oversees the inspection of construction projects. Manages and maintains the City's infrastructure system. ~~The work is performed under the direction of the Director of Public Works.~~

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.

- Supervises department personnel and operations. Provides instruction and training. Plans, coordinates, assigns and reviews work. Allocates personnel and maintains standards.
- ~~Manages and oversees the operation of the Engineering division. Prepares budget. Administers various construction projects, which includes reviewing and approving change order proposals, engineering estimates, budgets and payments.~~
- ~~Reviews plans and approves various proposed subdivisions and site improvement plans. meets with developers and other engineers to ensures conformance with zoning and subdivision regulations; inspects construction; sets bond amounts and makes field changes as needed. Oversees the work of contractors.~~
- ~~Manages and oversees a variety of construction and infrastructure projects. Designs construction projects; prepares and supervises the preparation of plans, specifications and designs for public work projects. Coordinates projects with other departments and utilities. Plans and designs roadway improvement projects, which includes cost estimating, specification writing, drainage calculations and overseeing construction inspection.~~
- Responds to inquiries and complaints from citizens and the public.

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- ~~Prepares cost estimates. Approves payment requisitions. Generates correspondence, reports and monthly updates to various departments and commissions.~~
- ~~Prepares a variety of reports, documents and correspondence. Writes specifications and bid packages for various services and products. Creates drawings and maps for City departments.~~
- Provides technical assistance and consultation to other departments and professionals.
- Perform other related duties as assigned.

MINIMUM JOB QUALIFICATIONS

Education and Experience

~~Bachelor's degree in Civil, Mechanical or Environmental Engineering and eight to ten years of progressively responsible Engineering and Management experience is required—Master's degree preferred—and eight years of progressively responsible Civil Engineering/management experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.~~

~~Appropriate education substitutions can be made.~~

Other

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

PREFERRED QUALIFICATIONS

~~Master's degree in Engineering or Management.~~

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.~~

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~~Requires the ability to implement decisions based on such data, and oversee the execution of these decisions. Knowledge of engineering principles~~

- ~~Ability to manage and direct a group of workers, including the ability to provide counseling and mediation. Ability to persuade, convince and train others. Ability to advise and interpret regarding the application of policies, procedures and standards to specific situations. Knowledge of construction surveying and management~~
- ~~Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information such as environmental impact statements, water test results, studies, time sheets, specifications and plans, cost estimates, regulations, maps, manuals, standards, procedures and non-routine correspondence. Knowledge of City's Zoning Code~~
- ~~Requires the ability to communicate orally and in writing with the Director of Public Works and all division personnel, other City departments, engineers, developers, home and business owners, commission/council members, state and federal agencies and the public. Ability to utilize a variety of references including reports, maps, specifications, technical sources and 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 supervise and evaluate employees
- Ability to Pprioritize and assign work
- Knowledge in Training, orienting, and managinge personnel
- Ability to Relate to and interact with a non-traditional and diverse student and employee population
- Ability to Work independently
- Ability to Apply listening and interview skills, work under pressure, address conflict, solve problems, and make sound split-second judgments
- Ability to Read, analyze, and interpret standards, policies, procedures, and regulations
- Ability to Develop and write reports, policies, and correspondence
- Ability to Handle common inquiries or complaints

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- Ability to Effectively present information and respond to questions from students, faculty, staff, and visitors
- Ability to Work with mathematical concepts such as probability and statistical inference
- Ability to Apply concepts such as fractions, percentages, ratios, and proportions to practical situations
- Ability to Define problems, collect data, establish facts, and draw valid conclusions
- Ability to Interpret 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 Perform mathematical computations such as addition, subtraction, multiplication, division. Calculate percent distributions, increase rates, and similar computations.
- Ability to Exercise good judgment and focus on detail as required by the job
- Ability to Operate standard office equipment, such as computer keyboards and monitors, copiers, scanners, and telephone
- Ability to Use (or learn to use) computer software and systems applicable to the position
- Ability to Follow oral and written instructions and procedures
- Ability to Collect, organize, and interpret data and prepare accurate records
- Ability to Compare data from a variety of sources for accuracy and completeness
- Ability to Meet 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 Adapt 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 Establish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other

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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, and perform adjustments on equipment, machinery and tools such as a computer and other office machines, CADD workstation, printer/plotter, digitizer, digital camera, total station, survey and drafting tools, a vehicle, 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, 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~~

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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:	02/27/15
Dates revised	