

Middletown, CT Job Description

Classification Title	Engineer/Information Analyst
Job Code	
Department	Water & Sewer
Union Group	No Data
FLSA Status	
Pay Grade	

PURPOSE OF POSITION

The purpose of this position is to provide technical support, assistance and information regarding department infrastructure, subdivisions, site plans and as built. ~~perform research, provide technical assistance and review and make recommendations on construction projects and proposed subdivisions to ensure compatibility with Water and Sewer infrastructure and provides information to City departments and the public on departmental systems, policies and procedures.~~ Additionally, the Engineer is responsible for GIS analysis and applications; administrator of the billing software, and providing technical support for meter reading; maintenance of the department website; and software programming for inter-departmental uses. 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.

- Provides technical support, assistance and information regarding department infrastructure and operations to consulting engineers, contractors, attorneys, surveyors, maintenance crews, other City departments and the public.
- Reviews and provides recommendations on various subdivisions and site/plot plans and on proposals for the extension of water and sewer ~~mains; ensures~~mains. Ensures compatibility with water and sewer infrastructure and operations. Reviews as-built drawings for content regarding water and sewer requirements.
- ~~Develops software applications that serves as the basis for the conversion and maintenance of critical departmental regulatory, operational and financial documents from current paper to an electronic format to enhance the operational efficiency of the Department. Updates engineering specifications and policies.~~
- ~~Coordinates preparation of the consumer confidence report. Takes all pertinent information and generates the report format for printing.~~
- ~~Schedules punch list inspections after requests for bond reduction or final approval are received.~~

Middletown, CT Job Description

Classification Title	Engineer/Information Analyst
Job Code	
Department	Water & Sewer
Union Group	No Data
FLSA Status	
Pay Grade	

- ~~Administers the billing software including: trouble shooting for tax collector, sanitation and water and sewer departments; initiation of system; represents departments at meetings with software provider and others; and coordinates with billing division and field personnel for efficient collection of meter readings and billing.~~
- ~~Responsible for eC~~reating and analyzing GIS data related to department assets.
- Maintains department web site and coordinates with the Information Technology Department.
- ~~Calculates water and sewer connection fees; maintains subdivision connection fee records; prepares and issues water and sewer connection permits.~~
- Reviews and signs off on Building Division certificate of occupancy requests and demolition permit requests.
- Maintains files, records, documents and ~~databases; files~~databases. Files and indexes maps, records, deeds and easements.
- Prepares a variety of reports, documents, sketches, maps and ~~correspondence; prepares~~correspondence. Prepares state highway excavation permit applications.
- ~~Performs research; performs title searches for property needed for acquisition or easement.~~
- Represents the department at various meetings with departments, developers, engineers and other agencies regarding public and private projects.
- ~~Familiar with various computer software including but not limited to MS Word, MS Excel, MS Access, Web Design, AutoCAD and ARC GIS.~~
- ~~Performs drafting functions and provides technical assistance in the preparation of plans and specifications.~~
- Perform other related duties as assigned.

MINIMUM JOB QUALIFICATIONS

Education and Experience

~~Associate's Bachelor's D~~egree in Civil or Environmental Engineering and at least -or an Associates Degree in Civil or Environmental Engineering ~~and~~ five years of

Middletown, CT Job Description

Classification Title	Engineer/Information Analyst
Job Code	
Department	Water & Sewer
Union Group	No Data
FLSA Status	
Pay Grade	

~~progressively responsible engineering experience, or any combination of education and experience that provides equivalent knowledge, skills and abilities.~~

~~Appropriate education substitutions can be made.~~

Formatted: Space Before: 6 pt

Other

- Engineer In Training

PREFERRED QUALIFICATIONS

None.

KNOWLEDGE, SKILLS, and ABILITIES

- ~~Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives. Must possess strong organizational skills~~
- ~~Requires the ability to persuade, convince, influence, train and monitor, in favor of a desired outcome. Requires the ability to act as a lead person. Knowledge of water and sewer construction~~
- ~~—~~
- ~~Requires the a~~ability to utilize a variety of reference, descriptive and/or advisory data and information such as plans, drawings, permits, logs, applications, ordinances, regulations, codes, maps, procedures, guidelines and non-routine correspondence.
- ~~Requires the ability to communicate orally and in writing with the Chief Engineer and all department employees, other City departments, engineers, surveyors, contractors, developers, maintenance crews, state agencies, attorneys, and the public.~~
- ~~Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages and decimals; may require the ability to perform mathematical operations with fractions, geometry and trigonometry.~~
- Ability to Relate to and interact with a non-traditional and diverse student and employee population
- Ability to Work independently

Middletown, CT Job Description

Classification Title	Engineer/Information Analyst
Job Code	
Department	Water & Sewer
Union Group	No Data
FLSA Status	
Pay Grade	

- 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
- 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 Organize large volumes of detailed data and information
- Ability to Verify and maintain accuracy of detailed data and information, detect data errors
- 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 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

Middletown, CT Job Description

Classification Title	Engineer/Information Analyst
Job Code	
Department	Water & Sewer
Union Group	No Data
FLSA Status	
Pay Grade	

- ~~Ability to E~~establish 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 S~~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, map printers, 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 regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and lifting, carrying, pushing, and pulling moderately heavy objects and materials, twenty to fifty 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 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

WORKING CONDITIONS

The working conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable

Middletown, CT Job Description

Classification Title	Engineer/Information Analyst
Job Code	
Department	Water & Sewer
Union Group	No Data
FLSA Status	
Pay Grade	

accommodations may be made to enable individuals with disabilities to perform the essential functions.

~~Ability to work under conditions that require exposure to environmental factors. This exposure may cause some discomfort and presents a risk of injury.~~

Position requires stooping, kneeling, crouching and reaching.

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:	03/05/15
Dates revised	