

**TOWN OF NORTH HAVEN
PERSONNEL REQUISITION**

To Requisitioner: The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, creed, religion, sex or national origin. Federal law also prohibits other types of discrimination such as age. The laws of most states also prohibit some or all of the above types of discrimination as well as some additional types such as discrimination based upon ancestry, marital status or physical or mental handicap or disability. Any expressions of limitations in these areas expressed in this requisition should be warranted by a bona fide occupational or legally permissible reason.

Date Posted: July 26, 2022

Closing Date: When filled.

FROM: Director of Administration/Procurement

DEPARTMENT: Finance

I. DESCRIPTION OF NEED

DATE NEEDED	NUMBER OF EMPLOYEES	JOB TITLE	JOB CLASSIFICATION NUMBER	HIRING SALARY RANGE	JOB SALARY RANGE
ASAP	1	Engineer II	SUPV LG 2	\$35.44	\$41.43

If Temporary, for how long?
PART TIME:

WHICH SHIFT? DAYS FULL TIME: HOURS: 40
If part time, what hours or days?

II. REASON FOR NEED

REPLACEMENT: Yes No

ADDITION: Yes No If yes, state funding.

III. REQUIREMENTS

EDUCATION: GRADE SCHOOL

HIGH SCHOOL



COLLEGE

COMMERCIAL OTHER

EXPERIENCE:

See attached job description.

APPROVED BY:

SEL

DA/P

TITLE: ASSISTANT TOWN ENGINEER

GENERAL DESCRIPTION:

This position involves the responsible administrative and technical work assisting in the operation of a municipal engineering office and providing technical, staff engineering support.

Work involves assisting the Town Engineer in planning, directing, and supervising civil engineering activities for the Town of North Haven. Duties include performing field reconnaissance and collecting survey data, performing construction inspection tasks, assisting residents, contractors, Land Use Commissions, and other Town Departments in Town related engineering matters, assist in Engineering Office organization and operations, assist in the development and expansion of Town GIS resources, assist in the review of development proposals

SUPERVISION RECEIVED:

Reports to the Town Engineer.

EXAMPLES OF DUTIES:

- Assist in the day-to-day operations of the Engineering Office.
- Perform construction inspection services related to Town administered projects including drainage improvement projects, roadway and intersection improvements, bridge construction, paving, park improvements, and the like.
- Assist in administration of a variety of Engineering programs such as Excavation Permits, F.O.G., MIU-GP, MS4, Industrial Stormwater, and Floodplain Development.
- Assist in providing professional engineering staff services to Town Land Use Commissions and attend meetings as may be necessary including night meetings.
- Review and refinement of engineering details and standards.
- Assist in the oversight and inspection of residential and industrial subdivision roads for conformity with Town specifications.
- Assist in the development of technical specifications for engineering projects.
- Work closely with federal, state, regional agencies, utilities and other municipalities on civil engineering programs and problems as well as sanitary sewer and water systems.
- Maintain a variety of records and prepare reports.
- Performs related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Thorough knowledge of municipal civil engineering principles and practices.
- Considerable knowledge of road building, bridge construction and drainage problems and their solutions.
- Considerable ability in oral and written communications.
- Thorough civil engineering design ability, especially in drainage and hydraulics.
- Considerable knowledge and experience in AutoCAD, Bluebeam, and Microsoft Office Suite of software, as well as a working knowledge of GIS systems
- Considerable ability to enforce professional and engineering standards with firmness and tact.

- Considerable ability to establish and maintain effective working relationships with superiors, associates, subordinates, consultants, contractors, and the general public.
- Considerable experience in working with federal, state, and local government agencies on engineering projects involving road, building, bridge and drainage construction.

QUALIFICATIONS:

A bachelor's degree in civil engineering from a recognized college or university plus a minimum of three years of progressively responsible civil engineering experience including some supervisory experience.

SPECIAL REQUIREMENTS:

Must possess a valid certification under Connecticut's Engineer-In-Training program or secure such certification within six (6) months of employment.