


## TOWN OF WINDHAM

Position Title: Engineer  
Department: Planning  
Reports to: Planning Director  
Classification: Exempt M-2

Date: \_\_\_\_\_  
Incumbent: \_\_\_\_\_  
Supervisor: \_\_\_\_\_  
Town Manager: 

### General Summary:

This is highly professional position that provides administrative and technical support to the Planning and Public Works Departments in the surveying, inspection, and design of engineered municipal projects as well as other duties in the office and the field. Responsibilities include dealing effectively with the public concerning department activities, and performing specific delegated tasks, all under the general guidance and direct supervision of the Planning Director. Performance is evaluated based on daily observation and results.

### Essential Functions:

#### *Project Management*

- Establishes criteria for design and construction of public works projects in coordination with the Public Works Director.
- Coordinates projects with work of other Town departments and other private and public agencies.
- Prepares specifications and obtains bids for construction and maintenance projects.
- Serves as a liaison between the Town and various State Agencies including Maine Department of Transportation and Department of Environmental Protection.
- Reviews federal and state legislation and regulations to be able to prepare appropriate permits for public works projects completion.
- Prepares preliminary cost estimates for proposed projects including Capital Improvement Projects and Town budget requests.
- Prepares construction cost estimates for potential and actual projects.
- Performs work required when engineering project is sent out to an outside engineering and construction firm, including approving project change orders and monitoring the budgets of the Town infrastructure improvement projects.
- Maintains and safely keeps records, instruments, plans, profiles, records of surveys, and all other property and papers relating to engineering work of the Town.
- Assembles records for research as projects require.

#### *Permitting, Development Review & Inspections*

- Subdivision design review, and construction and performance guarantee management leading to Town Council acceptance of new infrastructure, as appropriate, associated with the development review authority of the Planning Board.
- Design review of private infrastructure associated with the development review authority of the Planning Department and Planning Board; including technical compatibility of private development infrastructure with public infrastructure.
- Reviews and comments on plans and specifications and provides inspection services for development projects and subdivisions to ensure conformance to Town standards and engineering principles.

Engineer

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- Performs field reconnaissance and construction inspection duties for a variety of municipal projects and programs, as well as private development.
- Manages construction inspection responsibilities in accordance with local, State and Federal requirements, including the Maine Department of Environmental Protections Chapter 500 standards and the Town's stormwater permit requirements.
- Manages the construction and performance guaranties of private infrastructure and site development, in coordination with the Planning Director and the Planner.
- Reviews and issues permits for street openings, driveway permits excavation and fill; issues and inspects permits to excavate in public places.

*Technical Resource*

- Serves as a technical resource in the development of new ordinances or amendments regarding Town and private development infrastructure standards, as well as land use ordinances that involve public or private infrastructure.
- May serve as a technical resource in the management of infrastructure that crosses municipal boundaries, such as transportation and utilities; serves as a representative of the Town to the Portland Area Transportation System organization or other regional efforts, as needed.
- Serves as a technical resource in the planning, design and construction supervision of municipal infrastructure projects, including both Planning Department and Public Works Department initiatives.
- Provides technical assistance to the Town Planner, Public Works Director, Town Manager and other Town departments on infrastructure studies or reports, infrastructure planning, presentations, engineering design, and related work.
- Prepares and presents presentations to governmental boards, civic organizations and the general public as required by a particular project.
- Interacts with the public, applicants, developers, and other Town departments regarding development proposals, infrastructure and stormwater regulations, and infrastructure projects.
- Works with the Town's community development team, including the Windham Economic Development Commission (W.E.D.C.) in providing public information on impending projects, including affected streets, neighborhoods, and businesses, construction schedules, detours, etc.
- Maintains professional license through continuing education credits.

Other Duties/Responsibilities:

- Performs other work as may be required in support of other departments.

Competencies:

- Ability to plan projects and prepare related designs, estimates and specifications;
- Ability to perform difficult engineering computations;
- Ability to express oneself clearly and concisely, orally and in writing; and
- Familiarity with MS Office, Excel, Outlook and Word programs and specialized engineering software including CAD.

Required Education/Experience:

- Bachelor of Science in Civil Engineering;

- Possession of a professional engineer's license from the State of Maine Board of Licensure for Professional Engineers;
- A minimum of five years' experience in engineering field work, construction, design, and surveying; or
- Any equivalent combination of education and experience which demonstrates possession of the necessary knowledge, skills and abilities needed to accomplish the essential functions of the position.

Additional Eligibility Qualifications:

- Maine driver's license, Class C;
- General working knowledge of stormwater regulations; and
- Some GIS experience, preferred.

Working Conditions/Physical Demands:

Moderate physical effort required; a mix of office and field work. Field work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; and bending, crouching, stooping, stretching, reaching, or similar activities, in all weather conditions. While in the office normally seated or standing with freedom of movement on a regular basis; operating office equipment, and handling books and supplies; must be able to lift 25 pounds.

*The above statements are intended to describe the general nature and the level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.*

EEO Statement:

The Town of Windham provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, the Town complies with applicable state and local laws governing nondiscrimination in employment in every location in which the Town has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation and training.