



TOWN OF MILTON, VERMONT

Title: Public Works Engineer

Classification: Full Time, Exempt

Department: Public Works

Date: May, 2022

Union Status: Non-Represented

Reports to: Director of Public Works

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES: This position is responsible for the professional and administrative engineering work involved in the development and implementation of various projects for the Town of Milton. The individual chosen for this position will be working on exciting and challenging projects to improve and maintain the Town of Milton's municipal public infrastructure, and will work closely with the Director of the Department of Public Works/Town Engineer in implementing and managing municipal projects.

ESSENTIAL JOB FUNCTIONS

(The following are illustrative of the duties and responsibilities associated with this position and are not intended to be all-inclusive.)

- Assists in developing plans for construction and/or improvements to roads, structures and facilities. This includes identifying needs, project management, obtaining professional services, preparing contract documents, evaluating project cost estimates and assisting in obtaining permits. Types of projects include, but are not limited to water, wastewater, stormwater, culverts, bridges, guardrail, ditching and paving.
- Assists in updating GIS databases for water system, wastewater system, stormwater conveyance structures, signs, culverts, catch basins, etc. Preference will be given to those with demonstrated ArcGIS experience.
- Assists in preparing plans in AutoCAD LT or similar software programs.
- Monitors the engineering and technical performance of contracted services to ensure success of projects.
- Maintains financial records for projects and makes recommendations for payments to contractors.
- Utilizes the services of consulting engineers and architects through the competitive bid selection process.
- Searches out and prepares grant applications for project funding.
- Reviews plans of new development projects within the Town and works with the Development Review Board and Planning and Zoning Department.
- Reviews, approves, and follows up on Highway Access Permits.
- Represents the Town at various public forums and meetings.
- Manages and advances infrastructure projects and programs.

MINIMUM QUALIFICATIONS

- Demonstrated knowledge of engineering methods, design standards materials and project management.
- Ability to read, analyze and modify specifications and plan sets to ensure work complies with all contract specifications.
- Ability to communicate professionally and diplomatically with contractors and the public regarding the various projects under development and construction.
- Must be able to handle multiple projects simultaneously, work effectively under pressure and keep schedules on track.
- Ability to understand and comply with Town standards, VTrans Standard Specifications, safety rules and personnel policies.
- Knowledge of Microsoft Office Suite, AutoCAD, and ArcGIS software.

EDUCATION OR FORMAL TRAINING

Bachelor's Degree in Civil Engineering required. F.E. and/or P.E. preferred.

EXPERIENCE

Zero (0) to five (5) years of experience in civil engineering, including project and/or program management.

The Town of Milton is an EOE institution/employer and complies with the guidelines of the Americans with Disabilities Act. Females, minorities, protected veterans, and individuals with disabilities are encouraged to apply.