



CITY OF DOVER, NEW HAMPSHIRE

**Supplemental Position Description**

<b>Position:</b> Assistant City Engineer	<b>Position Control No:</b> XX-XX-XX-XX
<b>Classification-Series:</b> Assistant City Engineer	<b>FLSA Status:</b> Non-Exempt, Full-time 40 hrs/wk
<b>Occupational Grouping:</b> Professional & Managerial Services	<b>Union – Grade:</b> DPEA – Grade 24
<b>Organizational Unit:</b> Community Services Department	<b>Primary Job Location:</b> 271 Mast Road, Dover, NH

**JOB SUMMARY:** Performs engineering design, planning and layout work for environmental, water, sewer, street, and other community development projects and programs. Assists the City Engineer in application of principles, methods, and techniques of civil engineering technology. Responsibilities include supervision, construction oversight, preparation and coordination of plans, specifications, reports, estimate, field studies, and surveys.

To implement, plan, manage, supervise and coordinate the activities and operation of the City’s Stormwater Program, administration of design work and inspection of municipal, commercial and residential storm facilities; development and implementation of stormwater system data base for EPA permit, public education programs regarding water quality and pollution prevention; development and management of water quality and drainage enforcement policies and procedures; investigation and resolution of water quality and drainage complaints and inspection of stormwater systems.

**ACCOUNTABILITY:** Works under the general supervision of the City Engineer; work requires considerable independent judgment and resourcefulness; consults with supervisor to establish project priorities, review objectives, to request opinions and recommendations.

**SUPERVISION EXERCISED:** Provides general supervision to subordinates engaged in professional, paraprofessional and technical engineering functions; provides objectives and assistance, reviews specific elements of design and checks drawings.

**TYPICAL EQUIPMENT USED:** Computer; telephone; calculator; measuring devises; drafting and drawing instruments; scales; transit and level; copy machine; motor vehicle.

**TYPICAL WORK ENVIRONMENT:** Inside: 60% Outside: 40%

**DUTIES AND RESPONSIBILITIES** (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class):

1. Design and prepare plans and specifications for various public works projects including street and road construction, water, storm and sanitary sewer projects, alterations and specialty additions to the city buildings, bridge repairs; supervises and reviews, in detail, designs and drawings prepared by others.
2. Review project specifications and confer with City Engineer concerning assistance required such as plan preparation, acceptance testing, evaluation of field conditions, design changes, and reports.
3. Prepare engineering plans and specifications, coordinate required advertising for bids, review construction bids and make necessary recommendations based on lowest and best bids, competency of vendors and consultants, and the selection criteria.
4. Prepare construction cost estimates by calculating dimensions, profile specifications, and quantities of materials.
5. Research records, maps and other data to obtain such typical engineering data such as location of sewer stubs, water mains, hydrants, etc. and zoning district designations or special property assessments.

6. Survey project sites to obtain and analyze topographical details of sites. Draft and calculate field notes to document quantities, alignment, grade and locations according to project plans or to document monthly and final progress estimates.
7. Assist in project management for the construction of the municipal projects. Inspect construction site to determine conformance of site to design specifications and to ensure that construction and repair of transportation, water or wastewater systems meet control requirements.
8. Assist in the preparation and maintenance of sanitary sewer, water, storm drainage, street system maps, data bases, as-built, and other comprehensive engineering and infrastructure records and plans.
9. Perform a variety of office related functions, including preparing permits, correspondence, maps, presentation materials, brochures, reducing field notes, printing materials, answering phones and responding to inquiries from contractors, developers, property owners, staff, and the general public.
10. Review applications for utility permits, street use permits, franchise utility permits, etc. Issue routine permits.
11. Assist in the review of private project development plans for compliance with codes, regulations, and standards, adequacy of applications for permits and compliance with approved plans. Review and evaluate storm water reports. Assist in the evaluation of transportation and traffic impacts of development proposals, permits, rezones, plats, etc. Prepare traffic, utility and other studies and reports.
12. Prepare federal and state grant applications involving public works engineering; meet with and exchanges correspondence with federal, state and other municipal personnel.
13. Provide technical assistance and engineering support to other departments and city personnel; including assisting Purchasing Department with contract documents and product research and assisting other departments in product availability and adaptability to satisfy their needs.
14. Implement, administer and manage city ordinances, policies and activities to comply with the MS4 storm water requirements. Develop and maintain guidance documents on use of Best Management Practices (BMPs).
15. Develop and maintain effective working relationships with public and private organizations, elected and appointed officials, city departments and employees, clients, and the general public.
16. Assume duties and responsibilities of City Engineer or Engineering Technician II, when necessary.
17. Familiar with and executes safe work procedures associated with assigned work.
18. Perform other related duties as required.

**TYPICAL PHYSICAL ACTIVITY REQUIREMENTS:**

<p><b>LIFT:</b>          -Up to 10 lbs.: Frequently required.          -11 to 25 lbs.: Occasionally required.          -26 to 50 lbs.: Rarely required.          -Over 50 lbs.: Rarely required</p> <p><b>CARRY:</b>          -Up to 10 lbs.: Occasionally required.          -11 to 25 lbs.: Rarely required.          -26 to 50 lbs.: Rarely required.          -Over 50 lbs.: Not required.</p> <p><b>REACH:</b>          -Above shoulder height: Rarely required.          -At shoulder height: Occasionally required.          -Below shoulder height: Occasionally required.</p>	<p><b>PUSH/PULL:</b> Frequently required.  <b>TWISTING:</b> Rarely required.  <b>BENDING:</b> Rarely required.  <b>CRAWLING:</b> Rarely required.  <b>SQUATTING:</b> Rarely required.  <b>KNEELING:</b> Rarely required.  <b>CROUCHING:</b> Rarely required.  <b>CLIMBING:</b> Occasionally required.  <b>BALANCING:</b> Occasionally required.  <b>GRASPING:</b> Frequently required.  <b>HANDLING:</b> Frequently required.  <b>TORQUING:</b> Rarely required.</p>
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	<b>FINGERING:</b> Frequently required.
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**DURING AN 8 HOUR DAY, EMPLOYEE IS TYPICALLY REQUIRED TO:**

<p><b>CONSECUTIVE HOURS:</b></p> <p>Sit: 4 hours</p> <p>Stand: 4 hours</p> <p>Walk: 2 hours</p>	<p><b>TOTAL HOURS:</b></p> <p>Sit: 4 hours</p> <p>Stand: 2 hours</p> <p>Walk: 2 hours</p>
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**COGNITIVE AND SENSORY REQUIREMENTS:**

<p><b>TALKING:</b> Necessary for communicating with others</p> <p><b>HEARING:</b> Necessary for receiving instructions and information.</p> <p><b>SIGHT:</b> Necessary for performing job effectively.</p> <p><b>TASTING &amp; SMELLING:</b> Sense of smell may be needed to detect noxious odors, substances, and leaks.</p>
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**TYPICAL WORK SURFACE(S):** Standard office desk and chair; drafting and work tables; asphalt, dirt and landscaped surfaces; cement, carpet and tile floors; construction sites.

**TYPICAL CONTROLS & EQUIPMENT:** Computer; telephone; calculator; measuring devices; drafting and drawing instruments; scales; transit and level; copy and facsimile machines; motor vehicle.

**SUMMARY OF OCCUPATIONAL EXPOSURES:** Fumes from vehicles, construction equipment, and copy machine; dust; soot; extremes of climate and weather; poisonous insects and plants.

**KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:** Thorough knowledge of the principles of civil engineering particularly as applied to stormwater management and control, the design and construction of highways, drainage, water, sewer and other public works facilities; considerable knowledge of modern construction and maintenance techniques and materials; knowledge of green infrastructure storm water practices including design, performance and regulation; ability to set up and solve complicated engineering problems; ability to conduct engineering research work and to write technical reports; ability to communicate effectively both verbally and in writing; ability to establish and maintain effective working relationship with employees, city, state, and federal officials, consultants and contractors.

**EDUCATION/LICENSURE/CERTIFICATION REQUIREMENTS:** Bachelor's degree with major course work in Civil Engineering, plus 4 years progressively responsible experience in the practice of civil engineering; OR any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities. Must possess valid motor vehicle operator's license. Environmental experience and Professional Engineer preferred or working toward PE licensure.

**SPECIFIC VOCATIONAL PREPARATION/EXPERIENCE REQUIREMENT(S):**

<p><input type="checkbox"/> 1. None.</p> <p><input type="checkbox"/> 2. Short demonstration up to 30 days.</p> <p><input type="checkbox"/> 3. 30-90 days.</p> <p><input type="checkbox"/> 4. 91-180 days.</p> <p><input type="checkbox"/> 5. 181 days to 1 year.</p>	<p><input type="checkbox"/> 6. 1 to 2 years.</p> <p><input type="checkbox"/> 7. 2 to 4 years.</p> <p><input checked="" type="checkbox"/> 8. 4-10 years.</p> <p><input type="checkbox"/> 9. Over 10 years.</p>
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**OTHER CONSIDERATIONS AND REQUIREMENTS:** There are overlaps in professional functions in this department because many duties and functions in the Engineering Department are very integrated and shared by the professional staff.

Classification Established: 08/10/2000

Job Description Developed: 04/03/1997

Reviewed/revised: 07/2/2014