

OFFICE OF THE
FIRST SELECTMAN

Email to: Sarah.Gioffre@Wiltonct.org



TOWN HALL
238 Danbury Road
Wilton, CT 06897

POSITION POSTING

Department of Public Works – Field Engineer

The Town of Wilton is seeking applicants for the position of Field Engineer in the Department of Public Works.

The successful candidate will be responsible for planning, organizing, and performing professional engineering work in the design, project management, construction, and inspection of Public Works projects and facilities, including but not limited to the design and inspection of Town road improvement projects, sewer and water construction projects, and major Town improvement projects. Successful candidate will provide engineering consultation to Town departments, boards, and commissions and assist the Director of Public Works in the Public Works office administration and roads and facilities maintenance functions.

The successful candidate is expected to have:

- Bachelor's degree in Civil Engineering (preferred) or Bachelor's degree in other Civil Construction related field;
- Engineer-In-Training (E.I.T.) License in the State of Connecticut (preferred);
- Minimum of five (5) years of experience in the field of engineering and/or engineering construction related to public works and/or private construction projects;
- Valid Connecticut motor vehicle operator's license; and
- Excellent analytical and communication skills and be able to exercise considerable judgment while performing duties.

Salary range is \$75,000-\$85,000 depending on qualifications (DOQ). Benefits include the Connecticut Partnership Plan 2.0 for health and a defined contribution retirement plan. A background investigation and pre-employment physical is required. Equal opportunity employer (EOE).

Position will remain open until filled. Please email cover letter, resume and completed application, found [here](#), to Sarah Gioffre, Office of the First Selectwoman at Sarah.Gioffre@wiltonct.org.

Scroll down to view detailed position description.

TOWN OF WILTON

Position Description

Date: January 18, 2022

POSITION: Field Engineer

UNION: None

DEPARTMENT: Public Works

REPORTS TO: Director of Public Works

SUPERVISION EXERCISED: As Required by Director of Public Works

SUMMARY DESCRIPTION OF DUTIES: Plans, organizes, and performs professional engineering work in the design, project management, construction, and inspection of Public Works projects and facilities, including but not limited to the design and inspection of Town road improvement projects, sewer and water construction projects, and major Town improvement projects. Provides engineering consultation to Town departments, boards, and commissions. Assists the Director of Public Works in the Public Works office administration and roads and facilities maintenance functions.

JOB LOCATION AND EQUIPMENT USED: Work is performed both in the office and in the field in all types of weather conditions. Field work often requires inspections of sites accessible only by traversing rough terrain on foot. Field work also requires inspection of sites during all phases of construction activity. The equipment used includes GPS surveying equipment, transit and leveling equipment, construction layout equipment, computers, plotters, copier, fax machine, telephone, calculator, and other office equipment.

ESSENTIAL FUNCTIONS:

- Develops design plans and specifications for and oversees road improvement projects, storm and sanitary sewer and water main extensions, and other Public Works construction projects;
- Works closely with the Director of Public Works and Highway Superintendent in the inspection of roads, sidewalks, and the development of roads resurfacing and sidewalk repair and improvement schedules;
- Develops plan and profile drawings in AutoCAD format for both presentation and construction purposes;
- Prepares cost estimates for proposed Public Works projects;

- Conducts engineering inspection and review of construction projects under the Department of Public works jurisdiction including road improvements, sewer and water main extensions to the Town's systems, and outside contractor's projects involving work within the Town's right of way;
- Issues road opening permits and performs inspections of road openings;
- Prepares reports related to outside contractors working for the Department;
- Reviews and comments on engineering plans and specifications submitted to other Town departments for good engineering practices;
- Reviews plans and prepares construction costs estimates for subdivisions and commercial projects approved by the Town as well as Public Works projects and inspects progress of said projects during construction and at completion for conformity with design, materials, and schedule specifications;
- Coordinates all construction project activities with all affected Town departments, agencies, and residents;
- Assists the Director of Public Works in ensuring that the appropriate and timely maintenance of all Town facilities is done;
- Participates in short- and long-range planning of Public Works programs, projects, and improvements;
- Assists the Director of Public Works in developing recommendations for the operating and capital improvements budgets;
- Oversees the maintenance and updating of road, drainage, and sewer maps, drawings, specifications, and related records. Uses CAD to design and update construction and Town maps;
- Assists the Director of Public Works in all aspects of the Department of Public Works administration;
- Assists the Director of Public Works in all aspects of the Water Pollution Control Authority facilities;
- Represents the Town at meetings of boards, agencies, organizations, and the general public, as required; and
- Performs other duties as assigned by the Director of Public Works and First Selectman.

REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS:

- Working knowledge of the principles and practices of Civil Engineering and land surveying;
- Knowledge of mathematical principles applied to land surveying;
- Thorough knowledge of the methods, materials, tools, and equipment utilized in providing Public Works services and in the operation of public works facilities;
- Skills required to organize, coordinate, and direct the multiple construction activities associated with the Public Works Department;
- Working knowledge of construction and maintenance equipment;
- Ability to make accurate estimates;
- Knowledge of Arcview drawing GIS format;
- Knowledge of and ability to use AutoCAD drawing programs;
- Ability to perform drafting of maps and site plans;
- Working knowledge of computer operations including but not limited to geographic information systems, data input and retrieval, data bases, spreadsheets, and graphics;
- Knowledge of and ability to perform land surveying;
- Physical ability to reach job sites for inspections;
- Ability to express ideas clearly in both oral and written forms;
- Ability to communicate clearly engineering concepts to lay persons;
- Ability to supervise as required by the Director of Public Works; and
- Ability to develop and maintain effective, cooperative, and courteous relationships with other staff, State and local officials, other Town agencies, and the general public.

MINIMUM JOB REQUIREMENTS:

- Bachelor's degree in Civil Engineering, preferred, or Bachelor's degree in other Civil Construction related field;
- Engineer-In-Training (E.I.T.) License in the State of Connecticut preferred;
- A minimum of five (5) years of experience in the field of engineering and/or engineering construction related to public works and/or private construction projects; and

- A valid Connecticut motor vehicle operator's license.

SPECIAL CONDITIONS:

- Successful passage of a pre-employment physical, including a drug test, and background investigation may be required as a condition of employment with the Town of Wilton and
- The employee shall not constitute a threat to his/her own safety or that of others in the workplace.

Note: The qualifications set forth above are the optimal ones for this position. The Town of Wilton reserves the right to select any applicant who we, in our sole discretion, feel can most suitably perform the functions of this position notwithstanding the absence of the optimal qualifications.