

TOWN OF AVON JOB DESCRIPTION

Job Title: Engineering Technician

Exempt: Yes

Pay Grade: \$40,032-\$46,118

Reports to: Public Works Director

Department: Public Works

Date: October 2021

JOB SUMMARY

The Engineering Technician primarily manages day-to-day departmental operations and issues for the Storm Water Utility, acts as the Town MS4 Coordinator and has direct responsibility for the maintenance and operations of all Town traffic signals. Assignments are broad in scope and require the use of independent judgment and initiative in making technical decisions. The Engineering Technician serves in a consultative role for department policy, staffing, operations and capital projects. Work is performed under the general direction of the Public Works Director and performance is evaluated on the basis of results achieved.

DUTIES AND RESPONSIBILITIES

The duties described below are indicative of what the Assistant Director of Public Works might be asked to perform. Other duties may be assigned.

Essential Functions:

- Exercises general supervision of Public Works department projects and issues.
- Performs inspections in accordance with all applicable federal, state, and Town codes.
- Oversees the inspection of infrastructure, including, but not limited to sewers, retention and detention ponds, drainage, erosion control, traffic signals, sidewalks, paths, and signs for compliance with approved plans.
- Reviews and approves all storm sewer, drainage, traffic signal and traffic maintenance projects performed by outside contractors and service providers.
- Coordinates Public Works projects such as street sweeping, storm drain marking, stormwater and traffic signal maintenance and improvements.
- Responsible for the Town's MS4 permit compliance with Federal Clean Water guidelines and that minimum control standards and best management practices are implemented.
- Attends storm water meetings, workshops, and public events on behalf of the Town.
- Tracks and ensures developers' performance and maintenance bonds are current and that all required work has been completed.
- Responds to and resolves complaints from general public regarding Town projects.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- Responsible for updating the safety manual and ensuring compliance.
- Assists with snow removal, debris removal and general right of way maintenance.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required at the time of hire or for continuation of employment.

Education and/or Experience:

- Bachelor's degree in Administration/Management or other degree with leadership skills.
- This position may require the use of personal or Town vehicle. Individuals must be capable of operating the vehicles safely, possess a valid Driver's License, and have an acceptable driving record.
- Residency not required, but must be available during severe weather and/or emergency incidents.

Skills and Abilities:

- Knowledge of automotive and construction equipment usage, maintenance, and related equipment.
- Knowledge of electrical systems.
- Knowledge of materials, methods, and techniques utilized in construction and maintenance activities of the department.
- Knowledge of public administration principles and practices.
- Knowledge of privatization and contracting methods and techniques.
- Ability to read and interpret documents such as: policies and procedures; federal and state OSHA, NIOSH, and EPA regulations; teaching materials like handbooks, manuals, and computer manuals.
- Ability to work cooperatively and maintain a professional manner when dealing with Town officials, staff, and the general public.
- Ability to provide expert advice without formal supervisory responsibility.
- Ability to respond to complaints and grievances in a professional and courteous manner.
- Advanced ability to prepare reports for publication and presentation.
- Ability to work independently and as part of a team.

Language Skills:

- Ability to communicate effectively with other Town employees, officials, and the general public.
- Ability to communicate effectively and with proper grammar in both written and verbal form.
- Ability to participate and perform effectively in all types of meetings.

Mathematical Skills:

- Ability to perform basic math skills: add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Skills:

- Ability to define problems, respond and document resolution within a variety of situations.
- Ability to think critically, maintain self-control, and adapt to stressful situations.
- Ability to use good judgment and effectively solve problems independently.
- Ability to plan work and establish priorities.
- Ability to assign work, increasing or decreasing duties as needed.
- Ability to distribute work among co-workers or others.
- Ability to interpret a variety of instructions furnished in written, oral, and diagram or schedule form.
- Ability to organize time and resources.

PHYSICAL AND WORK ENVIRONMENT

The physical demands and work environment described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Environment:

- The duties of this job include physical activities such as stooping, kneeling, standing, reaching, walking, lifting (up to 25 pounds), grasping, talking, hearing/listening, seeing/observing, and repetitive motions.
- Specific vision abilities required by this job include: close, distance, and peripheral vision; depth perception; and the ability to adjust focus.
- Employees may be expected to perform duties in different weather conditions with exposure to the elements.
- At emergency scenes the employee may:
 - Work at excessive heights via use of ladders or lifting devices, or go into tunnels utilizing proper safety techniques.
 - Be exposed to excessive heat, cold, wet, and hazardous situations.
 - Direct vehicular traffic or work within or adjacent to moving vehicular traffic.

Work Environment:

- Ability to work under time pressures such as frequent "rush" jobs, urgent deadlines, etc.
- Ability to work under distractions such as telephone calls and other disturbances.
- Ability to deal with unpleasant social situations such as irate or disturbed individuals.
- Ability to work in a hectic, busy, and sometimes stressful work environment.

Contact:

If interested, please submit an updated resume to Steve Moore via email, smoore@avongov.org