



BATH
MAINE *City of Ships*

Employee Job Description

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| Job Title | Engineer |
| Department | Public Works |
| Grade Level | 12 |
| FLSA Status | Exempt |
| Union Status | Non-Union |
| Employment Status | Full Time Permanent |
| Last Updated | December 20, 2024 |

GENERAL PURPOSE:

Performs complex administrative and professional work in planning, designing and engineering City projects, including environmental, sewer, storm drain, street, traffic control, landfill/recycling and other related activities.

SUPERVISION RECEIVED:

Works under the guidance and direction of the Public Works Director

SUPERVISION EXERCISED:

Exercises supervision over administrative, maintenance and professional staff as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Evaluates maintenance needs and formulates short- and long-range planning for municipal infrastructure, including street, sewer, drainage, and landfill/recycling functions.
- Develops or updates the capital improvement program and other infrastructure plans.
- Oversees project management for the construction of municipal public works projects. Determines applicable codes, regulations, and requirements for assigned projects.
- Oversees the preparation of engineering plans and specifications, bidding, competency of contractors and vendors, and the selection criteria for public contracts. Oversees projects to ensure contractor compliance with time and budget parameters. Communication
- Prepares and documents budget requests; manages adopted budget in assigned areas of responsibility and a variety of funding sources, including grants and loans.
- Understand the landfill system and related policies and procedures. Produce annual landfill reports for State and the City, including sub reports for composting and recycling.
- Coordinates the preparation of reviews and updates to the electronic mapping of all City infrastructure including sanitary sewers, storm drains, sidewalks, and streets, data base, and comprehensive plans. Coordinates GIS functions, updates data, manages software usage and licensing.

- Maintains regular contact with consulting engineers, construction project engineers, City, County and State and Federal agencies, professional and technical groups and the public regarding division activities and services.
- Provides technical review of development projects, including sanitary sewer and stormwater, and attends development review meetings as required.
- Provides technical assistance to City departments as required.
- Issues street opening and sewer permits. Maintains associated records and inspects construction.
- Serves as a member of various City employee committees, as assigned.
- Performs other related duties as required.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- Graduation from high school education or GED equivalent, and a BS in civil engineering,
- Four (4) years of experience relating to engineering and project management. Experience with municipal project management, stormwater management, and municipal planning work, preferred,
- Registration as a Professional Engineer (PE) in Maine, and
- Maine DOT Local Project Administration certified or the ability to become certified, or
- Any equivalent combination of education and experience

Necessary Knowledge, Skills, and Abilities:

- Ability to communicate verbally and in writing.
- Ability to understand maps, building plans, site plans. Familiarity with geospatial reference maps.
- Considerable knowledge of equipment, facilities, materials, methods, and procedures used in maintenance, construction and repair activities
- Knowledge of street systems, sewer systems, landfills, state, and municipal laws
- Working knowledge of occupational hazards and safety precautions; considerable knowledge of Public Works operations
- Ability to communicate effectively verbally and in writing
- Ability to establish and maintain effective working relationships with colleagues, staff, officials, and the public
- Skill in operation of personal computer and Microsoft Office
- Must have a valid State Class C Driver's license.

PHYSICAL REQUIREMENTS

This job frequently works at a computer in an office and frequently makes site visits. While performing the duties of this job, the employee is frequently required to sit, stand, talk, hear, and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds, for a distance of six feet. Specific vision abilities required by this job include close vision and the ability to adjust focus. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

This job description does not constitute an employment agreement and is subject to change.
The City of Bath is an Equal Opportunity Employer