

TOWN ENGINEER

General Statement of Duties

Performs engineering tasks in the civil engineer fields of transportation, sewer, water, stormwater and watershed in the Community Development Department's Planning and Engineering Division. Performs project management, contract administration, and other work relating to departmental operations and capital/non-capital projects. Work includes extensive communication with the general public, government agencies and Town staff. Work is performed under the general supervision of the Community Development Manager.

Distinguishing Features of the Class

An employee in this class performs engineering, planning and construction for the Town as a member of the Community Development Department through direct completion of engineering work and coordination of Town staff, engineering consultants and construction contractors. This employee manages Capital Projects from assessment of budgetary needs, determination of the annual work plan elements, and implementation of capital projects. Project Management duties for all Community Development Department capital projects may include all aspects of preliminary planning (e.g. feasibility studies, environmental reports), design, right-of-way acquisition, permit acquisition, bid preparation and contract administration. The employee's engineering planning responsibilities include developing the elements of the Town's Capital Improvement Program (CIP). Transportation work consist of coordinating with NCDOT on STIP projects, working with staff of NCDOT Divisions 7 and 9 to obtain funding for local transportation improvements, serving as an alternate for the Technical Coordinating Committee of the Winston-Salem Urban Area Metropolitan Planning Organization. The employee also provides traffic engineering services for the Town through safety, speed, and other traffic studies. Water and sewer work consist of water and sewer expansion projects under Town agreements with the City of High Point, City of Winston and City County Utilities Commission. Stormwater and watershed work consists of providing support to the Town's Stormwater Engineer and Watershed Administrator.

The employee will be involved in the review and approval of work completed by staff professionals; consulting engineers; and architects engaged in the preparation of designs and documents for the purpose of compliance with ordinances; codes; municipal standards and policies; and sound engineering practices. The employee will coordinate inter and intra-governmental activities, prepare and undertake contract and bid documents and related matters with contractors and including bonding of private development. The employee will prepare grant applications, budgets, records and reports related to projects. Assignments are received orally or in writing, and require independent judgment and initiative in making decisions.

Essential Duties and Illustrative Examples of Work

Manage Capital Projects.

Reviews and approves private engineering consultant's street, sidewalk, greenways and stormwater construction plans for compliance to the Town of Kernersville Design and Specification Standards.

Manage private engineering consultants on a variety of engineering activities including water and sewer design, transportation modeling, feasibility studies, preliminary designs,

environmental document preparation, final roadway design plans, etc.

Prepare or direct consultants on construction plans, project specifications, contract and/or bid documents which require the engineer's professional seal.

Obtain or direct consultants in all environmental permitting

Administer construction contracts with private contractors.

Serve as alternate for the Technical Coordinating Committee of the Winston-Salem Urban Area Metropolitan Planning Organization

Undertake computerized design of moderately complex to difficult Capital Projects – sewer, water and street improvements; structures; drainage systems, etc.

Provide all engineering services including assisting with coordination of general construction projects and acquisition of right-of-ways.

Host public information sessions to inform the general public on Capital Project plans as well as specific projects.

Coordinate with Town staff, City of High Point and City County Utilities Commission with water and sewer extension projects.

Coordinate with NCDOT on State Transportation Improvement Program (STIP) Projects located in Kernersville's area of interest

Obtain state funding from Divisions 7 and 9 of NCDOT for local transportation improvements and manage the municipal agreements

Obtain state and federal funding through the MPO for local transportation improvements and manage the municipal agreements

Review private development plans (TIA) for adherence to local and regional transportation plans

Perform traffic engineering studies and investigations upon citizen, Board or internal request

Provide reporting, presentations and briefing information for Community Development Department Director, Town Manager, Board of Aldermen and citizens on engineering related issues.

Work with Town attorney in deed preparation for right-of-way acquisition

Coordinate with certified appraisers to value right-of-way purchases

Obtain or direct private right-of-way agents in acquiring right-of-way from property owners

Knowledge, Skills, and Abilities

Comprehensive knowledge of Civil Engineering practices, techniques, materials, equipment and standards.

Comprehensive knowledge of Town and State design standards, A Policy on Geometric Design of Highways and Streets, the Manual on Uniform Traffic Control Devices (MUTCD), Highway Capacity Manual and other design manuals/guidelines.

Considerable knowledge of contract law and contract administration.

Considerable knowledge of NCDOT and MPO transportation policies and operating procedures.

Considerable knowledge of surveying and GIS mapping.

Considerable knowledge of legal processes involved in encroachments, ROW agreements and land acquisitions.

Ability to understand and follow written Town Ordinances, Roadway & Utility Standard Specifications, and State/Local Codes.

Ability to read and prepare detailed engineering drawings and specifications.

Ability to perform complex engineering computations.

Ability to understand and follow complex written and oral instructions.

Ability to communicate effectively with the general public, contractors, and other employees.

Ability to maintain effective working relationships with the general public and other employees.

Working knowledge of engineering software packages including AutoCAD, ArcView, TraxPro and PetraPro.

Ability to learn to use ESRI ArcView.

Thorough knowledge of Windows based PC operating systems.

Thorough knowledge Microsoft Office.

Working Conditions and Physical Requirements

Must be able to physically perform the basic life operational support functions of climbing, balancing, stooping, kneeling, reaching, crouching, standing, walking, grasping, fingering, talking, hearing, seeing and repetitive motion.

Must possess the visual acuity to compile and compute data and statistics, operate a computer, do extensive reading and recognizes basic colors.

Desirable Education and Experience

Minimum: B.S. Civil Engineering or Construction Management and four years of progressive engineering experience; or an equivalent combination of training and directly related experience.

Special Requirement

North Carolina Driver's License

North Carolina Professional Engineer License

Fair Labor Standards Act (FLSA) Status

Exempt