

TOWN ENGINEER

General Statement of Duties

This position is responsible for overseeing engineering services. This position coordinates engineering activities with other Town Departments and Divisions within the Public Services Department, as well as Federal, State, regional and private agencies. Engineering services includes development review, implementation of environmental regulations, public infrastructure review, construction inspections, project management, and other work relating to departmental operations and capital/non-capital projects. Work includes communication with the general public, government agencies, development community and Town staff. Work is performed under the general supervision of the Public Services Director.

Distinguishing Features of the Class

An employee in this class works independently with general guidance from the Department Director and manages and directs the work of a staff to ensure coordination of objectives and priorities of the department, Town administration and elected officials. Directs plan review, site inspection, project design and construction-industry relations functions to assure quality construction projects for the Town. Enforces environmental regulations; reviews, approves and oversees design and construction of public and privately-owned subdivision, land development and transportation projects; administers engineering contracts; coordinates work with other agencies and other departments; maintains records and files; and prepares reports. Work involves assigning and tracking projects; ensuring all necessary permitting is obtained for projects; managing permit and legal compliance. Work also includes department administration functions such as budget planning and administration, management and assisting with Town's Capital Improvement Program (CIP), and coordination with the construction industry, and other Town departments and divisions. Work requires strong management knowledge and skills in budgeting, staff management, professional engineering practices, project management skills, and knowledge of personnel and supervisory principles.

Essential Duties and Illustrative Examples of Work

Reviews site plans for development and ensures construction meets Town needs; participates in technical review of all projects in the Town, public and private, for adherence to Town policies, specifications, quality and safety.

Oversees stormwater plan review and initial post-construction inspections.

Supervises staff, overseeing construction inspection of Town projects, construction monitoring of private land development projects and public works projects

Manages private engineering consultants on a variety of engineering activities including water and sewer design, transportation modeling, feasibility studies, preliminary designs, environmental document preparation, final design plans, etc.

Manages capital projects and grant-funded projects.

Supervises and participates in the preparation of construction plans, bid packages, design criteria, analysis, specifications, plans, rights of way maps, investigations, cost estimates, and tabulation of contract bids for construction projects; authorizes contract payments; establishes schedules for work; recommends selection of contractors.

Serves as staff liaison to other municipalities, NCDOT and other regulatory agencies.

Oversees, coordinates and resolves right-of-way complaints which require corrective design resolution, including but not limited to hazard mitigation, stormwater drainage, and sidewalks
Serves as alternate for the Technical Coordinating Committee of the Winston-Salem Urban Area Metropolitan Transportation Organization.

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

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

Prepares grant applications for local transportation improvements and manage associated municipal agreements.

Provides reporting, presentations and briefing information for Public Services Department Director, Town Manager, Board of Aldermen and citizens on engineering related issues.

Updates applicable Town ordinances, standards, policies and procedures.

Performs related duties as required.

Knowledge, Skills, and Abilities

Extensive knowledge of the principles, practices, and methods of engineering related to the design, maintenance and construction of streets, sidewalks, stormwater systems, Town facilities and other Town infrastructure.

Extensive knowledge of related laws, guidelines, ordinances, codes, standards, policies and regulations affecting public infrastructure, environmental impacts, development and engineering, maintenance and construction.

Extensive knowledge of engineering mathematics and computer applications and ability to make complex engineering computations, including estimating time and materials' costs

Considerable knowledge of stormwater and floodplain regulations.

Considerable knowledge of contract law and contract administration.

Considerable knowledge of effective supervisory practices related to employee communication, motivation, performance coaching and evaluation.

Considerable knowledge of NCDOT transportation policies and operating procedures.

Considerable knowledge of surveying and GIS mapping.

Considerable knowledge of municipal personnel, budgeting, and purchasing policies and practices.

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 provide concise and professionally sound technical information to Town staff, Town Manager, Elected Officials, development community and public, both orally and in writing.

Ability to effectively negotiate and represent the Town and to prepare and administer construction and development agreements.

Ability to establish effective working relationships with public officials, engineers, contractors, developers, construction workers, the general public, and other employees.

Ability to prepare comprehensive and concise technical reports and conduct effective public presentations.

Working knowledge of engineering and GIS software.

Ability to learn to use ESRI ArcView.

Thorough knowledge of Windows based PC operating systems.

Thorough knowledge of Microsoft Office products.

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, review maps and drawings, inspect work for quality of methods and materials, operate a computer and use measuring devices.

Desirable Education and Experience

Minimum: B.S. Civil Engineering or Construction Management and six years of progressive responsibility, including supervisory experience; or an equivalent combination of education and experience.

Special Requirements

Valid North Carolina Driver's License

Registration as Professional Engineer in North Carolina

Fair Labor Standards Act (FLSA) Status

Exempt