

**Duties:**

Under the general supervision of the Assistant Town Engineer, perform a variety of duties in support of Engineering Division operations.

Responsible for performing computerized and manual drafting, planning, reviewing and related functions to ensure compliance with various local, state and federal codes and regulations and following accepted drafting methods and procedures. Oversee the preparation of contract and construction drawings for Public Work's projects. Confer with other departments and Town personnel, realtors, utility companies and others as necessary.

Perform and/or delegate other responsibilities to include house and building number assignments, map routes, creation of abutter's lists and related duties.

Perform and oversee GIS system work relative to plot plans of houses, additions, decks, pools, etc. Oversee the updating and maintenance of water and sewer service connection cards. Oversee the updating and maintenance of the Town Assessor's Maps. Assist the GIS Administrator with updated data and map information and coordinate activities as needed.

Maintain and update Engineering Division webpage information, data and mapping as required.

Responsible for the preparation and maintenance of engineering office records to include street acceptance plans, plot plans, property files, and other department maps, plans and records. Maintain cross-referencing index system for archived plans and reference library. Conduct research; provide information and advice to residents and businesses on issues relating to assessments, betterments, easements, location of utilities and buildings, and house numbering.

In addition the incumbent will procure inventory, track resources, and maintain purchasing records for the Engineering Division. Supervise and oversee the AutoCAD Technician and Engineering Aide. Coordinate work with the Survey Party Chiefs and Civil Engineers. Maintain Cash Receipts and report receivables weekly to the Supervisor of Administration\DPW or designee. Collect, maintain and coordinate Engineering Division time sheets and leave records.

Perform other duties as assigned.

**Basic Knowledge:**

Duties require knowledge in civil engineering, surveying or drafting or a combination of education and experience equivalent to four (4) years of college in related field, be proficient in the use of AUTOCAD 2014 or higher, Govern, CivicPlus, and PeopleGIS. Familiarity with AUTOCAD 3D, ArcInfo and ArcView GIS is desired.

**Experience:**

Work requires five (5) to seven (7) years of related drafting, computer, and management experience to become proficient in the position.

***Independent Action:***

Incumbent functions independently within scope of the Engineering Division and Town policies and procedures. Refers more complex procedural issues or matters requiring exception to established policy to supervisor.

***Supervisory Responsibility:***

Provides functional guidance and supervision to the AutoCAD Technician, Engineering Aide and summer employees when assigned to drafting and office tasks and coordinates work with the Survey Party Chiefs and Civil Engineers.

***Physical and Environmental Standards:***

- Normal office environment, not subject to extremes in temperature, noise, odors, etc.
- Frequent interruptions to assist citizens
- May spend extended periods at terminal, on telephone, or operating other office machines, requiring eye-hand coordination and finger dexterity.
- Regular lifting and carrying of files, documents, records etc.
- Must have valid drivers' license.