



TOWN OF JACKSON
JOB DESCRIPTION

JOB TITLE: Associate Engineer
PAY BAND: 9
DEPARTMENT: Public Works

LAST UPDATED: February 9, 2018
FLSA STATUS: Exempt
SUPERVISOR: Town Engineer

Job Purpose: Entry level engineering position. Performs land development, building, and grading reviews. Enforces grading and erosion control regulations and approves issuance of related permits. Acts as project manager for capital construction projects as directed.

Supervision: Works under daily and specific direction of Town Engineer.

Supervision Exercised: This position has no supervisory responsibilities.

Essential Duties and Responsibilities:

(This list does not include all duties and responsibilities that may be assigned to this position.)

Performs land development, building, grading, erosion permit, and demolition reviews as they relate to the engineering function.

When assigned, acts as Project Manager for capital construction projects and prepares grant applications pursuant to funding for and supervision of project design and construction administration including contract bidding and oversight.

Answers and completes inquiries and requests in person, by telephone, or through written and electronic correspondence, and provides exceptional internal and external customer service.

Enforces grading and erosion control regulations and approves issuance of all applicable permits.

Assists with review and approval of all public infrastructure improvement plans.

Assists with preparation of public improvement standards.

Performs duties pertaining to the duties and role of Town of Jackson Flood Plain Administrator.

Develops, implements, and manages annual departmental maintenance programs, including project manual preparation, bid openings, contract management, and inspection.

Serves as custodian of record for infrastructure plans, collects information, and prepares timely professional reports and documentation as necessary.

Performs complex engineering studies and research.

Prepares construction project information and schedules for the Town's website and coordinates with the Public Information Officer.

Schedules planned water shut-offs for capital projects and assists with public notifications.

Prepares public encroachment agreements as necessary in conjunction with capital projects.

Prepares Town Council and workshop reports as they relate to engineering projects/issues.

Monitors and oversees the Asset Infrastructure Inventory program which includes monitoring and reporting on all boardwalks, pavements, sidewalks, curb and gutter, signs, and storm drainage assets. Creates, updates, and utilizes GIS/CAD software programs related to Town infrastructure.

Desired Minimum Qualifications:

Education and Experience:

Any combination of education and experience providing skill and knowledge for successful job performance is required. Typical qualifications include:

- Bachelor's Degree in engineering, civil engineering preferred; and
- One (1) year professional engineering experience; and
- Engineer in Training (EIT) certificate of registration issued by Wyoming State Board of Registration for Professional Engineers and Professional Land Surveyors preferred; and
- Professional Engineer (PE) preferred.

Job-Specific Knowledge, Skills, and Abilities:

- Knowledge of departmental standards and specifications for public infrastructure.
- Knowledge of basic engineering practices and theory.
- Working knowledge of and ability to interpret and enforce federal, state, and local laws, land development regulations, and codes adopted by Town of Jackson.
- Working knowledge of word processing, spreadsheets, and pertinent software, including MS Word, Excel, Outlook, PowerPoint, and GIS (MapInfo) applications.
- Knowledge of manual and computerized record keeping systems.
- Knowledge of Geographic Information Systems (GIS).
- Knowledge of Town of Jackson and Teton County geography preferred.
- Skilled in operation of equipment and tools listed below.
- Ability to interpret complex written reports, records, plans, specifications, and technical drawings and communicate analysis and findings.
- Ability to maintain accurate construction field data and project management records.
- Ability to use mathematical reasoning, use and apply technology, utilize analytical skills, and apply results.
- Ability to communicate effectively orally and in writing with developers, owners, contractors, supervisors, employees, citizens, Town Council, and other entities as necessary, make presentations, answer questions, and establish effective working relationships.

Knowledge, Skills, and Abilities Related to the Town of Jackson Purpose, Mission, and Values:

Our Purpose (Why we exist as an organization)

The Town of Jackson exists to provide municipal services necessary to support the residential, business, environmental, and historical interests that define our community. Our services enhance the quality of life for those who live here and enhance the experience for our guests.

Our Mission (What we do)

It is the mission of the Town of Jackson Municipal Organization to provide municipal services that enhance the quality of life for our residents and guests and to help support the local economy. We train, mentor and challenge our employees to develop to their highest potential and to provide service that exceeds the expectations of residents, guests and others. We foster partnerships to solve problems and more effectively use our resources. We appreciate the unique environmental resources and scenic beauty where we live and work and acknowledge our responsibilities to future generations.

VALUES

CUSTOMER FOCUS & SERVICE. *We provide exceptional customer focus and service – to both internal and external customers.*

OPENNESS. *We are open in all respects as we work together – displaying an open mind, an open door and open communication.*

INNOVATION. *We utilize the creativity and innovative ideas of employees at all levels to address our increasingly complex challenges.*

RESPECT. *We treat everyone, everything and everywhere with respect.*

PROFESSIONALISM. *We display high levels of professionalism in all interactions.*

POSITIVE WORKPLACE. *We take responsibility for creating a positive and healthy workplace – through displaying positive attitudes and positive behaviors.*

STEWARDSHIP AND CONSERVATION. *We are the current caretakers of our resources.*

IT IS MY JOB. IT IS OUR JOB.

- Ability to understand and contribute to accomplishing the Town of Jackson Purpose and Mission.
- Ability to understand and comply with the Town of Jackson Values.
- Ability to read, comprehend, and comply with the Ins and Outs of the Town of Jackson Values as set forth in the Performance Management System documents.
- Ability to be an example to others in the organization in terms of understanding and application of the Town of Jackson Values.
- Ability to display positive behaviors towards improving the culture of the organization through understanding, support, and application of the Town of Jackson Values.

Special Requirements:

- Valid state driver's license or ability to obtain Wyoming driver's license within one month of hire.

Equipment and Tools Used:

- Automobile, telephone, cellular phone, two-way radio, calculator, computer, photocopier, fax machine, typewriter and other business/office equipment, specialized engineering equipment and software, and other technical equipment.

Physical Requirements:**

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

While performing job duties, employee frequently sits, sees, hears, and speaks. Employee frequently uses hands to finger, handle or feel objects, tools, or controls. Employee frequently uses a computer.

Employee is exposed to moderate levels of standing and walking.

Employee occasionally lifts, carries, pushes, and/or pulls up to 10 pounds, climbs, balances, stoops, kneels, bends, crouches, twists, reaches and works with hands above shoulder height holding up to 10 pounds, and reaches and works with arms extended at shoulder height holding up to 10 pounds.

Specific vision requirements for this job include frequent use of near vision, far vision, depth perception, and peripheral vision, frequent exposure to low light and bright light conditions, and the ability to adjust focus. Hand-eye coordination is necessary to operate computers and office equipment.

Specific auditory (hearing) requirements for this position include frequent exposure to routine conversation in a normal office environment and the ability to distinguish between telephone, voice, and other tones and signals.

Mental Requirements:**

The mental requirements described here are representative of those that must be met by employee to successfully perform the essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing job duties, employee frequently reads, understands, and executes simple oral and written instructions, counts and makes simple arithmetic additions and subtractions, controls activities of a single processing unit, controls activities of multiple processing units, and operates specialized equipment requiring specialized knowledge of process. Employee frequently plans own work activities, works alone, works as a member of a team, works under pressure, works rapidly for long periods of time, and works on several tasks at the same time.

Employee is exposed to moderate levels of reading and executing complicated instructions, reading and interpreting detailed prints, sketches, layouts, and specs, using measuring devices (tapes, gauges, rules, etc.), and operating cars and trucks. Employee is exposed to moderate levels of working without supervision.

Employee occasionally reads work orders, job tickets, graphs, logs, and schedules, reads and observes instruments, gauges, and dials to determine operating status, and identifies and records production data (quantities, pressures, etc.). Employee occasionally plans, directs, and coordinates work of others.

Working Conditions:**

The work environment characteristics described here are representative of those that employee encounters while performing essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing job duties, employee works inside and outside. Employee is frequently exposed to noise levels generated in a normal office environment and moderate levels of constant and intermittent noise.

Employee is occasionally exposed to extreme heat and cold with or without temperature changes, wet conditions with or without temperature changes, humidity and/or dampness, dusts, and dirt. Employee is occasionally exposed to adverse weather and/or unfavorable traffic conditions while driving from Town of Jackson offices to off-site locations.

**The terms "Frequent," "Moderate," and "Occasional" are quantified as follows:

- Frequent: occurs 60-100% of the time
- Moderate: occurs 21-59% of the time
- Occasional: occurs 1-20% of the time

Job Selection Guidelines:

Formal application, rating of education and experience, oral interview, reference check, and job related tests may be required, including physical agility test, polygraph examination, drug testing, etc.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This job description is intended as a guide for the efficient and professional performance of a job. Nothing herein shall be construed to be a contract between the Town of Jackson and the employee. Additionally, this job description is not to be construed by any employee as containing binding terms and conditions of employment. The Town of Jackson retains the absolute right to terminate any employee, at any time, with or without cause. Management retains the right to change the contents of this job description, as it deems necessary, with or without notice. Employment is on an at-will basis.

I, the undersigned, have read and understand this job description and am able to perform essential job functions with or without any reasonable accommodation:

Employee Signature: _____ Date: _____

Approval: _____ Approval: _____
Supervisor Personnel Director

Effective Date: _____ Revision History: _____