

**POSITION DESCRIPTION  
TOWN OF GRAY, MAINE**

**POSITION TITLE: TOWN ENGINEER / PROJECT MANAGER – ECONOMIC DEVELOPMENT**

**DATE CREATED/REVISED: 03/2024**

**Classification:** Full-Time, Exempt

**Narrative:** Operating under guidelines from the Town Manager and working closely with other municipal departments such as Community Development and Public Works, this position manages select capital improvement projects and performs highly specialized technical work related to the engineering of Town infrastructure.

The Town Engineer/Project Manager maintains engineering-related records and acts as a resource to Town staff in related matters, supporting the Economic Development Department’s goal of generating new job opportunities and increasing business activity to create and expand the property tax base. This position leads capital projects to ensure that scope, quality, schedule, budget resources, and risks are managed during each project phase. This work involves organizing and managing participation with community groups, administering business assistance programs, preparing grant applications, and preparing information for delivery in print and web-based media. This position performs technical work in surveying, inspection, design of municipal projects, and other duties in the office and the field.

**Supervision:** Work is performed under the supervision of the Director of Economic Development.

**POSITION RESPONSIBILITIES/TASKS**

Illustrative Only, not all-inclusive:

- Plans and designs capital improvement projects aimed at enhancing municipal infrastructure.
- Assesses and prioritizes infrastructure needs, providing technical support for public works projects and all Town departments when requested.
- Supervises and participates in office and field engineering work as well as survey and drafting work in connection with the design and construction of public works projects.
- Prepares maps, design drawings, and specifications for roads, drainage, sidewalks, etc.
- Develops strategies to mitigate environmental risks and promote sustainability.
- Reviews and coordinates the work of the Town’s engineering consultants.
- Confers with staff, developers, and members of the public on proposed projects and improvements.
- Represents and supports the policies and procedures established by the Town.
- Serves as a liaison between the Town and various state agencies including Maine Department of Transportation and Department of Environmental Protection.
- Prepares preliminary cost estimates for proposed projects including capital improvement projects and Town budget requests.
- Coordinates with other departments to develop maintenance and operations procedures based on complexity, age, type, and other attributes of assets.
- Organizes and maintains plans for departmental record; gathers records for research.
- Prepares various regular and special reports for the Town Manager and Council as requested by the Director.

- Actively attends night meetings as needed.
- All other tasks as assigned by the Director and/or Town Manager.

## POSITION REQUIREMENTS/QUALIFICATIONS

### Education & Experience

#### Minimum Education Required:

- High School Diploma      G.E.D/High School Equivalent  
 Associate Degree      Bachelor's Degree      Advanced Degree

- Minimum four-year degree from an accredited college or university with a specialization in civil engineering.

#### Prior Experience Required:

3-5 years of direct experience in this position or directly related to the field; including civil engineering and project management experience.

#### Prior Experience Preferred:

5 years of direct experience in this position, or a satisfactory equivalent in the estimation of the Town. Any equivalent combination of education, training or experience that provides the necessary knowledge, skills, and abilities will be considered.

### Licensure/Certification

- Registered in the State of Maine as a Professional Engineer.

### Knowledge, Ability, Skills

- Knowledge of the principals of civil, mechanical, and structural engineering.
- Extensive knowledge of engineering maps, records, plans, and GIS.
- Extensive knowledge of engineering drafting methods and equipment and the ability to make engineering computations and to reduce, interpret, and apply field notes in the performance of varied drafting duties and design applications.
- Knowledge and experience in capital project design, approval, and budgeting with respect to coordination of facility and infrastructure.
- Ability to analyze and compile data; prepare comprehensive reports, plans, and estimates.
- Ability to interpret federal, state, and Town ordinances, rules, and regulations and make reasoned decisions in accordance with established policy.
- Ability to deal courteously with vendors, associates, employees, internal departments, federal, state, regional and local agencies, community organizations, and the public.
- Must possess solid organizational skills with the ability to work independently, prioritize workload and bring projects to completion within deadlines.
- Intermediate to advanced skill and proficiency in engineering design software.
- Must possess excellent interpersonal skills with the ability to establish effective working relationships with state and federal agencies, vendors, residents, staff, and officials.
- Must possess strong communication skills with the ability to communicate effectively, orally and in writing, follow through on jobs to their completion, prepare effective correspondence on routine matters, and perform routine engineering details.
- Must have a valid state driver's license and have the physical ability to travel routinely and to make site visits that requires walking through undeveloped areas. This position may be exposed to construction activities which will include loud noises, dust and dirt, as well as all hazards associated with construction activities.

**Physical Requirements/Other:**

<b>Shift Length</b>	<input checked="" type="checkbox"/> <8 hrs	<input checked="" type="checkbox"/> 8-12 hrs	<input type="checkbox"/> >12 hrs	<input type="checkbox"/> 24/7 operation	<input type="checkbox"/> On call
<input checked="" type="checkbox"/> Days:	<input type="checkbox"/> Nights	<input checked="" type="checkbox"/> Evening		<input type="checkbox"/> Rotating	
<b>DEFINITION KEY</b>	Never: 0 hours	Rarely: <10 minutes/shift or up to 1 hour per week	Occasionally: up to 1/3 shift	Frequently: 1/3-2/3 shift	Constantly: >2/3 of shift
<b>Lifting/Carrying (pounds)</b>	Never	Rarely	Occasionally	Frequently	Constantly
0-10	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10-25	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25-50	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
50-100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
>100	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Typical distance carried: <input checked="" type="checkbox"/> within area <input type="checkbox"/> between areas <input type="checkbox"/> throughout facility					
<b>Postures/Tasks</b>	Never	Rarely	Occasionally	Frequently	Constantly
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stairs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ladders	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach/lift above shoulders	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>DEFINITION KEY</b>	Never: 0 hours	Rarely: <10 minutes/shift or up to 1 hour per week	Occasionally: up to 1/3 shift	Frequently: 1/3-2/3 shift	Constantly: >2/3 of shift
<b>Postures/Tasks</b>	Never	Rarely	Occasionally	Frequently	Constantly
Reach/lift below knees	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneel/Crawl	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work overhead	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grasp with hands	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Keying	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mousing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Writing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Cognitive Demands/Sensory Requirements – For specific job demands, employee must be able to:</b>					

<input checked="" type="checkbox"/> see	<input checked="" type="checkbox"/> hear	<input checked="" type="checkbox"/> distinguish color
<input checked="" type="checkbox"/> work in diminished lighting	<input checked="" type="checkbox"/> make critical decisions	<input checked="" type="checkbox"/> perform in a fast-paced environment
<input checked="" type="checkbox"/> speak	<input type="checkbox"/> work at a set pace/rate	<input checked="" type="checkbox"/> remember accurately
<input checked="" type="checkbox"/> work under deadlines	<input checked="" type="checkbox"/> perform multiple tasks	<input checked="" type="checkbox"/> work independently
<input checked="" type="checkbox"/> understand verbal instructions	<input checked="" type="checkbox"/> understand written instructions	
<input checked="" type="checkbox"/> other:		
<p>Specific vision abilities required by this job include close vision, distance vision, and color vision. While performing the duties of this job, the employee needs to work in outside weather conditions and is exposed to various types of weather conditions. The employee is regularly required to use written and oral communication skills; observe and interpret situations; read and interpret data, information, and documents; analyze and solve complex problems; use math and mathematical reasoning; perform highly detailed work; and interact with staff, officials, and the public.</p>		

**Acknowledgement**

I have received a copy of this position description and having reviewed it, agree with its description and requirements and understand that it is the basis for my performance and evaluations.

Name of Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_