



neccog

ashford - brooklyn - canterbury - chaplin - eastford - hampton - killingly - plainfield
pomfret - putnam - scotland - sterling - thompson - union - voluntown - woodstock

Regional Engineering Technician

General

This is an entry level position to provide technical engineering support to the Regional Engineering Program. The work is performed under the supervision and direction of the Regional Engineer, but considerable leeway is granted for the exercise of independent judgment and initiative. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with the Regional Engineer and NECCOG member town personnel - including elected persons, contractors, consulting engineers, and the general public.

Essential Duties and Functions

(Examples are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position. An employee in this classification may be required to perform a combination of the tasks below.)

- Prepares construction drawings and detail sheets using CAD software ;
- Performs drafting and design work on Town infrastructure projects;
- Interprets maps, locate's information on rights of way, easements, and utilities ;
- Provides engineering related assistance to town public works and land use departments;
- Prepares technical reports and statistical analyses, including project progress reports; maintenance logs, traffic counts, technical correspondence, inventories and catalogs - maps, plans, and engineering studies;
- Maintains a database of all member town maintained roads;
- Performs other directly related duties consistent with classification role and function.

Knowledge, Skills and Abilities

- Knowledge of the principles, practices, and methods of civil engineering;
- Knowledge of environmental laws, and regulations;
- Knowledge of the principles or hydrology and hydraulics;
- Knowledge of sediment and erosion control standards and best management practices;
- Knowledge of GIS, GPS and CADD software used by NECCOG;
- Ability to read and interpret blueprints, construction plans, and specifications;
- Ability to handle multiple projects simultaneously;

- Ability to create or maintain computer databases using ACCESS;
- Ability to participate in the determination of transportation needs of the Region and/or member towns;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.

Minimum Qualifications

- Associate's Degree in Civil Engineering or related field; and
- Two years experience in AutoCAD civil drafting & design, project management, construction inspection, roadway construction, and/or traffic systems;
- Valid Driver's License

Working Conditions:

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

Work is performed outdoors and in the office environment and may involve travel to a variety of locations to attend meetings and inspect properties. Inspection work in the field may involve walking over rough or uneven surfaces. Hand-eye coordination is necessary to operate various pieces of office equipment. While performing the duties of this job, the employee is required to stand and walk, use hands to finger, handle, feel or operate objects, and reach with hands and arms. The employee is required to talk and hear. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The work environment is fast-paced, and the noise level is usually moderate. The employee must occasionally lift and/or move up to 50 pounds. Duties are performed both individually and as part of a work team. Attendance at night meetings may be required, and meeting project deadlines may require working more than 35 hours per week. The employee may occasionally encounter stressful situations due to sensitive or complex public issues.

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements or a contract for services. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or provide relief, to equalize peak work periods or otherwise to balance the work load.

The job description does not constitute an employment agreement between the employer or the employee and is subject to change by the employer, as the needs of the employer and the requirements of the job change.

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