



Town of East Hartford

Assistant Town Engineer

Provides technical information and assistance to the public, Town Departments, Boards and Commissions. BA in Civil Engineering or related field plus 5 yrs civil engineering experience. Must have a valid CT driver's license. Salary Range is \$70,293 - \$73,852 plus benefits.

Please complete the attached employment application and return to:

Town of East Hartford
Human Resources Department
740 Main St.
East Hartford, CT 06108

Completed application must be returned by 4:30 p.m. November 1, 2013.

PLEASE DO NOT FAX COMPLETED APPLICATION

The Town of East Hartford is an Equal Opportunity Employer.

TOWN OF EAST HARTFORD

TITLE: Assistant Town Engineer

GRADE: 13

DEPARTMENT: Public Works (Engineering)

DATE: September 1, 2009

GENERAL DESCRIPTION

This position consists of administrative and technical work in assisting in the direction of a municipal engineering department and the provision of technical engineering services.

Work involves responsibility for providing technical information and assistance to the public, Town departments, boards, and commissions. Duties include reviews and recommendation of subdivision plans, site plans, including inland wetlands recommendations, and acting as project engineer on State Aid Design Projects. This position also has the responsibility for making difficult civil engineering technical and administrative decisions. The work requires that the employee have knowledge, skill, and ability in every phase of municipal civil engineering work.

SUPERVISION RECEIVED

Works under the direction of the Town Engineer.

SUPERVISION EXERCISED

Assists the Town Engineer in supervising a small staff of engineering and technical employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists in directing the operations of the Engineering Department and evaluates the design of engineering projects, the review of engineering plans, the drafting of specifications, supervises the inspection of engineering projects under construction and the provision of engineering technical assistance, including inland wetlands recommendations.
- Reviews site plans for compliance with Town regulations and makes recommendations for their disposition to various Town boards, agencies, and commissions; attends meetings.
- Writes specifications for engineering projects, negotiates fees with consultants, and administers contract documents.
- Confers with federal, state, regional agencies, utilities and other municipalities on civil engineering programs and problems including building renovations and major projects.
- Maintains a variety of records and prepares reports. Uses computer software to develop formats for various reports.
- Confers with Town officials, contractors and the public to provide information and to resolve problems related to the drainage, grading, traffic operations and similar matters.

- Supervises the work of subordinate engineering and technical employees, as assigned. Acts for Town Engineer, as assigned.
- Provides general guidance to the public in the preparation of Inland Wetlands, Agent Approval, and The Planning and Zoning Applications.
- Responsible for in-house design projects, including street and sidewalk construction, drainage improvements, recreation fields, streetscapes, and related projects.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of municipal civil engineering and surveying principles and practices.
- Knowledge of road construction and drainage problems and their solutions.
- Ability to manage construction projects performed by Town personnel and contractors.
- Ability in oral and written communications.
- Ability to enforce engineering standards with firmness and tact.
- Ability to establish and maintain effective working relationship with other officials, coworkers, contractors, associates and the general public.
- Ability to supervise the work of professional, technical and clerical employees.

QUALIFICATIONS

A bachelor's degree in civil engineering, civil engineering technology or a closely related field from an accredited college or university, plus five years of progressively responsible civil engineering experience.

SPECIAL REQUIREMENTS

Must have a valid Connecticut driver's license. License for land surveying is desirable. State of Connecticut Certification as a Professional Engineer is also desirable.

TOOLS AND EQUIPMENT USED

Motor vehicle, computer, calculator, engineering drafting and surveying equipment and standard office equipment.

PHYSICAL AND MENTAL DEMANDS

The physical and mental 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.

While performing the duties of this job, the employee is frequently required to sit and talk and listen. The employee is occasionally required to walk; use hands and fingers when operating computer and calculator; and reach with hands and arms. The employee must occasionally lift and/or move up to 25-

50 pounds. Specific vision abilities required for this job include close vision and the ability to adjust focus. Employee must be able to read, analyze and interpret technical procedures or governmental regulations and to effectively present information and respond to questions from the public on a one-to-one basis and in groups. This position requires the ability to solve technical and practical problems and deal with a variety of variables.

WORK ENVIRONMENT

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

The work is usually conducted in typical office working conditions with virtually no disagreeable features. The noise level in the work environment is generally quite. When conducting investigations or inspections in the field the noise level may be moderately loud. May require inspection activities on undeveloped land.

GENERAL GUIDELINES

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.

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



TOWN OF EAST HARTFORD

740 Main Street
East Hartford, Connecticut 06108
www.ci.east-hartford.ct.us

Phone
(860) 291-7221

APPLICATION FOR EMPLOYMENT

Equal Opportunity Employer

APPLICANT'S NAME (LAST, FIRST, MIDDLE)				
STREET ADDRESS	CITY/TOWN	STATE	ZIP CODE	HOW LONG?
TELEPHONE NUMBER (HOME)		TELEPHONE NUMBER		
		Work () Cell ()		
POSITION APPLIED FOR Assistant Town Engineer				
ARE YOU AT LEAST 18 YEARS OLD? <input type="checkbox"/> YES <input type="checkbox"/> NO		ARE YOU ELIGIBLE TO WORK IN THE UNITED STATES? <input type="checkbox"/> YES <input type="checkbox"/> NO		
AVAILABILITY <input type="checkbox"/> FULL-TIME <input type="checkbox"/> PART-TIME		DATE AVAILABLE FOR WORK		

EDUCATION

Did you graduate from high school? <input type="checkbox"/> Yes <input type="checkbox"/> No	If "No", highest grade completed: _____		
Name of high school: _____	Do you have a high school equivalency Certificate <input type="checkbox"/> Yes <input type="checkbox"/> No		
Address: _____	Place HS equivalency was granted: _____		
List all colleges, business schools or technical schools you attended in chronological order, most recent listed first:			
School	Address	Course/Major	Degree/Certificate
List any licenses or certificates required for the position for which you are applying (e.g., CDL, nursing, engineering), including date of issue, issuing authority, expiration date and license/certificate number.			
List any special courses, training programs or other training that is relevant to the position for which you are applying, including name and location where training was given, certificate received, if any, dates attended, subject of training, number of hours weekly (attach additional sheet if necessary).			
List any office equipment or machinery you can operate that is relevant to the position for which you are applying.			

RECRUITING INFORMATION How did you hear about this job? (Please check one)	<input type="checkbox"/> Newspaper Name of Newspaper: _____	<input type="checkbox"/> Community Agency Please give name: _____
	<input type="checkbox"/> Town Employee Name _____	<input type="checkbox"/> Internet name of website: _____
	<input type="checkbox"/> Referral Service Please give name: _____	<input type="checkbox"/> Other _____

List below, chronologically (most recent dates first) each place you were employed, omitting none (attach additional sheet(s) if necessary). Give correct, full addresses, and dates of non-employment in proper sequence. Include all part-time employment.

YOU MUST COMPLETE THIS SECTION EVEN IF YOU ARE ATTACHING A RESUME

IMPORTANT: May we contact your present employer? ☐ YES ☐ NO

Name of Employer		Job Title	
Address		City	State
Zip Code			
Dates of Employment:		Name and Title of Supervisor	Telephone Number
From _____ / _____ month year		Description of duties, responsibilities, and significant accomplishments:	
To _____ / _____ month year			
Salary:			
Starting \$_____ per _____			
Ending \$_____ per _____			
# Hrs. Worked Weekly		Reason For Leaving	

Name of Employer		Job Title	
Address		City	State
Zip Code			
Dates of Employment:		Name and Title of Supervisor	Telephone Number
From _____ / _____ month year		Description of duties, responsibilities, and significant accomplishments:	
To _____ / _____ month year			
Salary:			
Starting \$_____ per _____			
Ending \$_____ per _____			
# Hrs. Worked Weekly		Reason For Leaving	

Name of Employer		Job Title	
Address		City	State
Zip Code			
Dates of Employment:		Name and Title of Supervisor	Telephone Number
From _____ / _____ month year		Description of duties, responsibilities, and significant accomplishments:	
To _____ / _____ month year			
Salary:			
Starting \$_____ per _____			
Ending \$_____ per _____			
# Hrs. Worked Weekly		Reason For Leaving	

Have you ever been discharged from a place of employment for cause?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
If yes, please describe _____		



CERTIFICATION (READ CAREFULLY)

I hereby certify that the information I have provided on this application, including any attachments, is true and complete. I understand that if I falsify, omit or misrepresent any information on this application, or during an employment interview, should I be granted one, I may be disqualified from the selection process or discharged from employment, whenever the falsification or omission is discovered.

I understand that all statements made on this application are subject to verification. I authorize all persons or organizations listed on this application, except my current employer if noted above, to provide the Town with any and all information they may have concerning my previous employment, personal history, education and any other subjects covered by this application, and hereby release them, the Town, and the Town's current and former agents and employees from liability for any harm resulting from the disclosure of such information.

I understand that this application is not an employment contract, job offer or guarantee of employment. I further understand that if I receive a job offer, it is conditioned on my satisfactory completion of a criminal history check, drug test, medical examination and any other conditions listed in the job offer letter.

Signed_____

Date_____



Name: _____ Position Applied For _____

References: List below three individuals who can describe your qualifications for this position, preferably supervisors, professors, colleagues, etc.

Name: _____

Address: _____

Job Title: _____

Name of Work Place: _____

Phone: _____

Name: _____

Address: _____

Job Title: _____

Name of Work Place: _____

Phone: _____

Name: _____

Address: _____

Job Title: _____

Name of Work Place: _____

Phone: _____

TOWN OF EAST HARTFORD CRIMINAL CONVICTION INFORMATION

You are required to list any criminal conviction, regardless of the nature, date or location of the conviction, except for minor traffic offenses or a conviction that has been erased under Connecticut law. Attach additional sheets of necessary.

The types of criminal records subject to erasure under Connecticut law are: (a) a finding of delinquency or that a child was a member of a family with service needs; (b) a sentence as a youthful offender; (c) a criminal charge that was dismissed or "nolled"; (d) a criminal charge for which you were found not guilty; and (e) a conviction for which you received a full pardon. If your only criminal record consists of items that have been erased under Connecticut law, then you are deemed never to have been arrested with respect to the erased proceeding and may swear so under oath.

This information will be made available only to the members of the Human Resources Department and to those persons interviewing the candidate.

A criminal conviction will not necessarily disqualify you from the application process, but will be considered as it relates to the position you are seeking and in light of any applicable state or federal law.

Date of Conviction	Offense	Location of Conviction (City and State)	Sentence	Date Sentence Completed

The information provided above is subject to all of the terms and conditions set forth in the certification on page 3 of the employment application form.

Name (Print)

Position You Are Seeking

Applicant's Signature

Date

AUTHORIZATION & RELEASE

(GENERAL EMPLOYMENT)

TOWN OF EAST HARTFORD
DEPARTMENT OF HUMAN RESOURCES
740 MAIN STREET
EAST HARTFORD, CT 06108
(860) 291-7221

DISCLOSURE NOTICE TO JOB APPLICANTS

In connection with your employment application, a consumer report, and/or an investigative consumer report including information with respect to your credit history, criminal convictions, motor vehicle violations, employment history, education, character, general reputation, and personal characteristics, whichever are applicable, may be made. You have the right within a reasonable period of time after receipt of this notice to make a written request for additional information as to the nature and scope of the investigation and a written summary of your rights under the Fair Credit Reporting Act. Such requests should be mailed to the address above.

In consideration of the Town of East Hartford's acceptance of my application to be considered for employment with the Town, I hereby voluntarily authorize the Town of East Hartford and its officers, officials, employees and agents to conduct a personality survey and to investigate my past employment history and activity, educational background, financial records, medical records, military records, criminal records, motor vehicle records, background investigation records, or whatever confidential or privileged information necessary to complete this investigation of my suitability to become an employee of the Town.

I hereby agree to cooperate in such investigation and acknowledge receipt of the above Disclosure Notice. I understand and agree that the Town may use copies of this Release to obtain information about me from whatever sources it deems necessary to interview, and expressly authorize such sources to provide assistance to me and the Town in my efforts to be employed by the Town of East Hartford. I also request that sources contacted by the Town accept a photocopy of this Release in lieu of an original, and hereby release and agree to indemnify and hold harmless any and all persons, including corporations and other business entities who may assist the Town in its efforts to determine whether or not I am a suitable candidate for employment.

I hereby acknowledge that I have read and fully understand the contents of this document and have freely signed same. I also agree that, if hired, this authorization shall remain on file and shall serve as an ongoing instrument for the Town of East Hartford to procure investigation reports at any time during my employment period.

This form must be notarized or witnessed by EHHRD in order to be considered for employment

Signature: _____ Date Signed: _____

Print Name: _____ Social Security No.: _____-_____-_____

Address: _____ State: _____ Zip Code: _____

Subscribed and Sworn to before me, a Notary Public, in and for County of _____,
and State of _____, this _____ day of _____, 20____.

Notary Public /or

My Commission Expires:

Witness -East Hartford Human Resource Dept.

Revised 02/08