



TOWN OF NEW MILFORD, CONNECTICUT INVITES CANDIDATES TO APPLY FOR:

Town Engineer –Assistant PW Director



COMMUNITY PROFILE

All the benefits of a vintage New England lifestyle that few Connecticut towns can still offer.

As the largest town in the state, (64 square miles), New Milford offers a broad range of housing options, recreational activities and business locations while retaining working farms and plentiful open space. Close to commercial centers such as Danbury, Stamford, Hartford, White Plains and New York City. New Milford has successfully retained the small-town charm that's missing from most modern suburbs. Within its quaint Village Center, gourmet restaurants and interesting boutiques flourish among personal service providers and arts venues, for a relaxed atmosphere that can't be manufactured.

Pride is inherent in New England and New Milford is no exception. It's a special place with a special way of life. It's the sort of people we attract – and keep here – that help New Milford protect the special identity we enjoy.

Our population of nearly 30,000 represents a cross-section that's surprisingly diverse for this part of Connecticut: from cosmopolitan weekenders to multi-generational farmers; graphic designers to garage mechanics; long time residents to relocated corporate executives. Living in this gateway to New England, our citizens reflect its famous "Yankee" work ethic, sense of economy and efficiency, and active community involvement. New Milford boasts a high literacy rate, commitment to quality education, and a healthy percentage of household income devoted to discretionary spending.

New Milford's diverse population makes not only for a rich labor pool... but it also presents a myriad of opportunities for the retail & service sector – all across the price-point spectrum. Our business community is strong and vibrant with new shopping centers either in development or actively under construction. Our large employers include

New Milford Hospital as well as manufacturers such as Kimberly-Clark, Chemical Marketing Concepts, and Neeltran, Inc.

Local government has been actively involved in projects to enhance the living experience here and our citizens share that commitment to the future. A state-of-the-art high school opened in September 2000. Other schools have undergone restructuring to help them meet the needs of our ever-changing student population. In addition to excellent public schools, New Milford is also home to Canterbury School, one of the nation's most prestigious private college preparatory schools

These are just a few reasons why the Greater New Milford area is more than a great place to work and do business it's a great place to live too.

WHAT'S INSIDE

- Community Profile
- Government/Department
- Job Responsibilities
- Ideal Characteristics
- Qualifications
- Challenges
- Opportunities
- Application Process



Town Government

The Town of New Milford has been established as a Mayor-Town Council form of government. The Town Council consists of nine council members exclusive of the Mayor. The Mayor shall appoint the Town Engineer—Assistant Public Works Director. The Town Engineer will report to the Public Works Director will also work with Land Use boards and commission that include: Planning Board (includes Aquifer Protection Board), Zoning Commission, Inland Wetlands Commission, Conservation Commission, and will work with the Land Use Department, Health Department, Building Official, on development issues. The Town Engineer will also work closely with the Public Works Staff and Contractors on design and construction management of civil engineering projects such as: bridges, road reconstructions and repair, storm water management, drainage issues, streetscapes, etc.

Town Engineer—Job Responsibilities

Responsible for the daily supervision and operation of the Engineering Department. Responsible for providing engineering reviews and services to land use boards (Inland/Wetlands, Planning & Zoning, etc.). Performs detailed engineering designs for presentation to the public, state officials and contractors for Town Public Works Projects. Serves as Acting Public Works Director during absences.

- Exhibits a service orientation toward customers, maintains productive working relationships, and carries out the departments overall mission.
- Review subdivision and development plans for compliance with laws, town regulations, ordinances and good engineering practice, submit comments and recommendations' to the Towns Land Use Agencies.
- Plans, coordinates, supervises and participates in a variety of professional and sub-professional engineering work, including the preparation of plans and project specifications for capital improvement projects including traffic related, bridge, road and drainage improvement and facility improvement projects.
- Represents the Town in relations with the community, committees, local, state and federal agencies and professional organizations; serves on the Town's Development Services Team and may be appointed to serve on other committees to provide technical expertise and assistance, as needed.
- Explains and interprets standards and regulations to the public, assists developers, engineers, builders and contractors with engineering problems and technical questions.
- Directs and manages the inspection and quality control checks on Town road drainage, and facility projects and in the road and drainage portion of developments, which will become Town property. Responsible to determine appropriate corrective actions for substandard or deficient work and/or materials.
- Work with the engineering staff in administrating capital road projects.
- Coordinates engineering work with other Town Departments, State agencies (DOT, DEEP, DECD, etc) and Utilities/contractors (CL&P, AT&T, Charter, etc.) for the initiation, design, and coordination of Town projects.
- Investigates document and provide solutions to road and drainage problems identified to the department by residents and officials.
- Prepare annual budget for Engineering Department. Assist in development of 5-Year Capital Plan and Annual Reports.
- Responsible for all permitting of municipal facilities such as solid waste transfer station, and drop-site recycling facility, storm water discharge, fueling stations, vehicle wash facilities, etc.
- Prepare requests for proposals and offers specifications relative to the department's needs.



Characteristics of the Ideal Candidate

- A leader who inspires ethical, professional, honest, dedicated and loyal behavior
- Excellent communication skills with staff, Town agencies, public, state and federal agencies,
- Strong people skills and public presentations skills
- An advocate and ambassador for the Town and representative for the Mayor or Public Works director related to public projects and review of new developments.
- Experience with similar size towns such as New Milford and municipal experience preferred
- Ability to manage the day to day operations/budget of the Engineering Division (\$500K)
- Comfortable with Technology such as GIS and CAD to design and present engineering projects for both experts and the citizens.
- Self-Starter who takes initiative to move projects forward and develop new ideas as well as a strategic plan
- Ability to assist the Public Works Director with the management of the whole department (\$6 million budget)
- Excellent management and organizational skills with the ability to change hats quickly and efficiently with a professional attitude.
- Ability to meet deadlines. prioritize work of staff and manage projects.
- Thorough knowledge of civil engineering practices and procedures as well as inspection procedures as applied to public works activities.
- Knowledge of governmental regulations, ordinances, laws, etc. as they apply to public works.
- Ability to supervise/manage Assistant Town Engineer, Construction Inspector and Computer Aided Design Technician.
- Knowledge and experience with the State and Federal Local Bridge Program.
- Patience to listen and understand our customers and citizens, and the ability to assist them with engineering problems and technical questions.
- Approachable, accessible, well-spoken and professional.



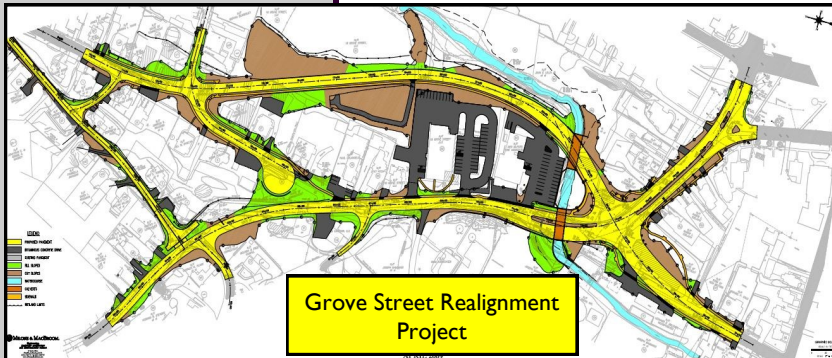
Qualifications:

Minimum qualifications require a Bachelor's Degree in Civil Engineering, or a closely related field from an accredited college or university required with over 5 years of Municipal Type Engineering design work and construction experience. Professional Engineering License (PE). CT PE and municipal experience preferred. Must have excellent public relation and public speaking skills. Supervision and Project Management experience preferred.



Challenges and Opportunities

- The Town is ready for growth which will entail new public works type projects requiring innovative leadership.
- Opportunities to design, construct and inspect diverse transportation projects and numerous bridge projects.
- Development of a River walk and Greenway project to expand the downtown area and recreational activities.
- Opportunity to help create and build the vision of this charming New England Town.
- Be a part of one of the more innovative and creative development services team to assist and plan the orderly and efficient growth and development in Town.
- Study, design and implement innovative solutions of the Transportation Management Plan for Downtown New Milford including roads, streetscapes, river walks, bikeways, etc.



- Demolition of Century Brass Mill which will open opportunities for new industrial and commercial development.
- Challenges of working with various state agencies, state/federal regulations and various grant procedures and projects
- Opportunity to work with \$3 Million Capital Budget

Compensation and Application Process

The starting salary for this position is negotiable depending on qualifications & experience - (Salary Range-\$ 85,000—\$95,000) plus:

- Generous Management benefit package including health care
- Professional Membership

For more information see the Town web site: www.newmilford.org

New Milford is an EEO/AA/Equal Opportunity Employer

Position open till filled with first screening Deadline of January 23, 2015

If you meet these qualification and want to be considered for this challenging position in the Town of New Milford, please mail/email your resume and cover letter immediately to:



Alan Chapin, Personnel Director
Town of New Milford
10 Main Street
New Milford, CT 06776
Email: dbogues@newmilford.org

For questions about the position contact our consultant -
Ms. Randi Frank, Randi Frank Consulting, LLC
randi@randifrank.com
www.randifrank.com
Phone 203-284-3707