

Job Title: Engineering & Public Works Specialist

Job Summary: Serving under the direct supervision of the Town Engineer/Public Works Director (PWD), the Engineering & Public Works Specialist will coordinate CAD and GIS data, assist with the management of Public Works infrastructure projects, review utility permit applications, and maintain engineering/public works records. They will also assist with inspections, respond to inquiries and complaints, and collaborate with Town staff. This position offers an opportunity to contribute to the Town's infrastructure, engineering, and public works program in a collaborative team environment.

ENGINEERING DUTIES

- Assist Town Engineer in the design and implementation of capital improvement projects.
- Coordinate CAD and/or GIS database of Town infrastructure.
- Assists Town Engineer and staff in conducting regular inspections of Town infrastructure.
- Reviews Utility Permit applications and coordinates needed follow-up inspections.
- Review regular reports for sewer pump stations and systems (SCADA, RedZone, EVOQUA).
- Implement and oversee Sewer Valve Exercise Program.

PROJECT MANAGEMENT DUTIES

- Coordinate minor infrastructure projects as assigned by Town Engineer/PWD.
- Coordinate contractors, vendors, and consultants to ensure projects are completed on time and within budget.
- Assist Town Engineer/PWD with management of major infrastructure projects.
- Coordinates miscellaneous projects as assigned by Town Engineer/PWD.
- Assist Town Engineer/PWD with coordinating RFP and bidding processes for Public Works projects.
- Coordinates with project applicants from time of initial contact to completion of projects.
- Assists Town Engineer/PWD with Fulton County Inflow and Infiltration reports.
- Procure services and capital purchases in accord with the Town's procurement policy.

STORMWATER MANAGEMENT DUTIES

- Assist with field inspections of stormwater structures in Town.
- Assist in fielding stormwater inquiries, customer service complaints, and outreach.
- Maintains stormwater records, regulations, ordinances, and data.
- Coordinate with Town Engineer and Environmental Specialist on pond inspections, annual maintenance documentation, and GILID maintenance.

WASTEWATER MANAGEMENT DUTIES

- Assist staff with inspections of development sites for sewer compliance.
- Maintains an active list of commercial Grease Traps and maintains inspection schedule.
- Assist in fielding sewer inquiries, customer service complaints, and outreach.
- Oversee Sanitary sewer inspection program and infrastructure inventory.
- Coordinate pump station and generator routine maintenance with Coweta County WASA.

GENERAL DUTIES

- Stay updated on relevant regulations, industry standards, and emerging trends in engineering and public works practices.
- Assist in fulfilling large open records requests associated with the Public Works Department.
- Assist in publishing updates to the Town website regarding Public Works Department.
- Performs other duties as assigned by the supervisor(s).

KNOWLEDGE REQUIREMENTS

- Knowledge of or ability to learn departmental policies and procedures.
- Knowledge of or ability to learn municipal ordinances, codes and regulations.
- Knowledge of or ability to learn how to interpret and review property plats and civil plans.
- Skill in communicating with and providing high customer service experience to the public.
- Effective written and oral communication skills.
- Ability to utilize Microsoft Word, Outlook, Excel, and Adobe Acrobat DC Pro.
- Ability to learn project management systems (MS Projects & Web-Based Programs).
- Knowledge of or ability to learn CAD and GIS programs (AutoCAD and ArcGIS Pro).
- Ability to establish and maintain effective working relationships with Town personnel, developers, contractors, consultants, and the general public.

EDUCATIONAL REQUIREMENTS & PREFERRED SKILLS

- Valid State of Georgia Driver's license and satisfactory Motor Vehicle Record required.
- Undergraduate Degree in Civil Engineering, Construction Management, Environmental Management/Science, Public Administration, GIS, or other related field is required.
- 2 or more years of experience involving public contact and customer service preferred.
- Any combination of experience and education.

PHYSICAL DEMANDS & WORK ENVIRONMENT

- *Physical Demands* – Lifting and carrying of equipment and materials up to 40lbs. Walking and standing for extended periods of time on uneven terrain in association with outdoor inspections. Bending, stooping, and kneeling to perform inspections. Manual dexterity and visual acuity to operate a personal computer in an office environment as well as read technical documents.
- *Work Environment* – Work is performed both in an indoor office environment and outdoors in various weather conditions. Work may take place in and around construction sites, roadways, and active public areas with occasional exposure to loud noises from equipment and machinery.
- *Complexity* – position will require the ability to handle multiple tasks and prioritize workflows effectively. Position involves problem-solving, decision-making, and critical thinking skills.
- *Supervisory Controls* – The daily work of this position is performed under the direct supervision of the Town Engineer/Public Works Director.
- *Supervisory Responsibility* – none.

COMPENSATION RANGE & BENEFITS

- Competitive Salary DOQ consistent with advertised range.
- Competitive Benefits include health insurance, dental, vision, life, professional development assistance, Vacation/Holiday/Sick Leave, 457b retirement option, and GMA pension contributions.