



CITY OF RUTLAND
DEPARTMENT OF PUBLIC WORKS
RUTLAND, VERMONT

Job Description

Associate Engineer

Supervisor: City Engineer
Hours: 7:30 am – 3:30 pm
Pay Grade: 11

Division: Engineering
Section: B
Union Position

Summary of Duties and Responsibilities:

- Under the general supervision of the City Engineer performs a wide variety of engineering duties in connection with Department of Public Works operations.
- Does other related work as required of a more than ordinary difficulty and responsibility.

Specific Duties and Responsibilities:

- Assists City Engineer in a variety of civil engineering projects of more than ordinary difficulty.
- Serves as designer-draftsman preparing plans and other drafting room assignments as required.
- Prepares specifications for public works projects.
- Operates, performs analysis and develops mapping products using GIS software.
- Operates, performs analysis and develops reports using engineering computer modeling software.
- Maintains and updates records and plans of the City's public works facilities.
- Performs other related duties as required.

Recommendation and/or Minimum Qualifications:

Education:

- BS degree in a Public Works related engineering discipline or Registered P.E. or EIT in Vermont or ability to obtain such registration within 2 years.

Experience:

Preferred: two years experience in an engineering position.

Other:

- Ability to read and interpret engineering plans and specifications.
- Knowledge of engineering principles and practices as applied to public works projects.
- Proficiency in the use of IBM compatible personal computers.
- Experience in word processing (preferably Word) and spreadsheet (preferably EXCEL).
- Ability to establish and maintain good working relationships with other employees, city and state officials and the general public.



Commissioner of Public Works

Email approval 8/6/24

AFSCME Chapter Chair

Date