

TOWN ENGINEER

Department: DPW
Division: Engineering
Appointing Authority: DPW Director

Grade: S10
Revision Date: 5/11
Bargaining Unit: S

Definition

Supervisory and professional civil engineering work pertaining to the design, construction, and maintenance of all town engineering projects, infrastructure improvements, traffic control, town and school department buildings and structures; capital project planning, development and oversight of such projects. Responsible for operation of Engineering Division; all other work that is logical to the position as required.

Supervision

Works independently under the general direction and supervision of the DPW Director. Serves as Acting Director in Director's absence. Performs highly responsible work requiring the exercise of high degree of independent judgment in the planning, implementation, management, control and direction of public works infrastructure and town buildings. Works with the Director in establishment of department plans and policies.

Supervises three to six employees in the Engineering Division as assigned..

Environment

Work is conducted in both busy office conditions and in the field which involves exposure to variable outdoor weather conditions and hazards associated with construction sites, public works projects and heavy mechanical equipment. Most duties are performed under typical office conditions, operates standard office equipment; field work may involve inspection or on-site visits to land use developments, construction sites, or public works facilities. Noise level is usually quiet to moderate.

Performs varied and responsible functions requiring independent judgment to ensure compliance with applicable laws, regulations, and departmental and town policies.

Has frequent contact with employees, departments, elected and appointed officials, citizen or governmental committees, state and federal personnel and agencies, vendors, consultants, contractors, outside organizations and the general public.

Prepares and has access to confidential information such as departmental bid/proposal information, contracts, and other information regarding departmental business.

Errors in judgment and administration decisions may cause an adverse impact on employee morale, cause confusion and delay; legal or financial repercussions; waste of public funds, lower standards of service that could seriously affect the public image of the department or the town; and significantly impact long-term capital planning and infrastructure.

Must drive self to job sites and locations as necessary.

Essential Functions (The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed and are representative of those that must be met by an employee to successfully perform the essential functions of the job. 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.)

Responsible to the Director for all engineering and design functions of the Department of Public Works.

Responsible for the design and preparation of engineering, drawings, plans and specifications for small to moderate sized projects relating to the construction, reconstruction and repair of: water production, treatment and distribution facilities; wastewater treatment and collection, storm water and drainage; solid waste facilities; town parks; town roads and sidewalks; traffic control facilities and parking lots; town and school buildings and structures and other town facilities. Prepare engineering documents for Town Solicitor related to land-taking proceedings.

Responsible for preparing and administrating work projects and contracts for the construction, reconstruction and repair of town facilities by town staff and by hired contractors. Advise and assist Director in formulation of short and long term programs, capital project planning, projects and policies including computations, cost estimates and schedules. Advise Director in technical matters concerning construction and maintenance operations and methods. Prepares technical and financial reports, evaluates alternate methods, operations and equipment.

Responsible for the review of construction and development plans from other town agencies, Federal and State agencies, developers and other parties for compliance with town construction standards, town bylaws and regulation and all applicable Federal and State laws.

Works closely with Department of Planning and Development on development projects. Assists in and reviews site and design application and subdivision filings for compliance with town regulations and bylaws; prepares reports to Planning Board as necessary; may attend Planning Board and ZBA meetings to provide technical support as necessary.

Advise, assist and report to Mayor, Town Council and other town committees as directed by the Director.

Oversees the maintenance of an up-to-date filing system of all engineering plans, files, survey notes, deeds and related data. Supervises the preparation and distribution of drawings as required; assign work to draftsmen for preparation of working drawings and plans and for revising existing plans or drawings, including information obtained from specifications and/or instructions relating to construction and/or changes to instructions and facilities following prescribed methods, practices and procedures. Coordinate the work of surveyor and obtain and prepare data to accomplish same.

Monitor work of inspectors and analyze reports. Assist consultants in data acquisition as requested for contracted design work. Review design drawings and specifications when submitted by consultants and make recommendations to superior. Maintain liaison status with consultants.

Prepare construction contract documents, estimates, bids and specifications for public work projects. Prepares applications and necessary documentation for environmental permits. Manages public works construction contracts; coordinates with contractors, inspectors and general public.

Minimum Qualifications: *Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying.*

Education and Experience:

Bachelor's degree in civil engineering and five years of progressively responsible civil engineering experience, preferably in the public sector; or any equivalent combination of education and experience resulting in the ability to independently perform all duties of the position.

Extensive and progressive experience (five years or more) with engineering principles and the design of streets, highways, traffic systems, solid wastes, water drainage and wastewater systems, wastewater and water treatment plants and related facilities. Highly proficient in use of computers and applications such as AutoCAD and GIS.

Knowledge, Ability and Skill:

Extensive knowledge of the principles and practices of civil engineering, surveying and drafting and as applied to municipal facilities and infrastructure. Familiarity with federal and state statutes, governmental regulations and codes; departmental policies, procedures and standards pertinent to the design and construction of municipally owned streets, structures and facilities. Ability to plan, manage others, analyze, carry out projects, consult and offer advice, and facilitate groups; requires effective written and oral communication skills.

Ability to establish and maintain satisfactory relationships with supervisors, subordinates, coworkers, community representatives, and the general public. Ability to direct subordinates in an efficient and positive manner. Ability to establish short and long range plans and objectives within scope of policies and goals. Must be punctual and perform all aspects of job responsibilities with honesty and integrity.

Physical Requirements:

Designing, drafting, calculating and related duties involve concentration of mental and visual attention with manual coordination for sustained periods.

Light to moderate physical effort required from time to time to perform manual tasks on-site and possibly under adverse weather conditions. Normal working day may involve walking, standing, sitting, with moderate to frequent body movements such as reaching, bending, twisting, grasping, pulling and pushing materials. Good vision required for instrument reading and ability to perform close vision, distance vision, peripheral vision, color vision and the ability to adjust focus; hearing ability requirements include ability to interact with the public, departmental employees, and others by telephone and in person.. Ability to use computer keyboard and write instructions under standard office conditions.

Special Requirements: Must possess a valid Massachusetts Class D driver's license and be able to drive self to job sites. May require attendance at evening meetings or hearings and occasional emergency off hours work. Licensure as State of Massachusetts Registered Professional engineer is preferred

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)

Approved:



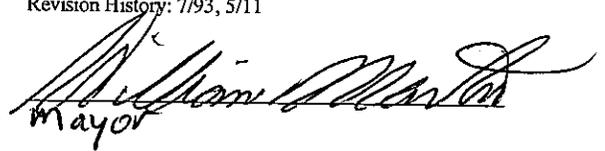
Human Resources Director

5/31/11
Date

Revision History: 7/93, 5/11



Department Head


Mayor

[SSEA Review: P]