



**TOWN OF LYNNFIELD
NOTICE OF AVAILABILITY OF POSITION**

Department of Public Works

TOWN ENGINEER

ANNUAL SALARY RANGE: up to \$110,000 depending on experience; Full Benefits

DEFINITION:

Under the direction of the Director of Public Work the Town Engineer provides leadership assistance to the Director in the planning, coordination and management of the entire Department;

DISTINGUISHING CHARACTERISTICS, FEATURES, REQUIREMENTS:

This is a highly responsible advanced technical position. Work involves problem solving, preparing cost estimates, and program development to address infrastructure needs both long and short term. This position requires independent judgment, initiative and decision-making along with frequent contact with other agencies, boards, department heads, and the public.

EXAMPLES OF DUTIES: *-The duties listed are for illustration purposes only. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

1. Prepares plans, specifications, RFP's and estimates for street, drainage, sidewalk, municipal building maintenance projects and other public works.
2. Performs research and engineering studies as well as preparing technical reports in connection with proposed and existing projects.
3. Represents the Department, when designated on broad, highly technical matters.
4. Supervises, coordinates, and reviews the work performed by consulting engineers.
5. Reviews utility permits, street opening permits, curb cut permits and recommends conditions for approval to the Select Board.
6. Assures projects are completed in compliance with applicable codes, specifications, standards, time schedules, and budgets.
7. Attend Planning Board & Conservation meetings on a regular basis.
8. Attend other meetings outside regular work hours as required.

9. Assist the Planning Board and other departments with new development and subdivision review including but not limited to on-site drainage, on-site infrastructure, traffic impact analysis, roadway right-of-way standards and specifications and field inspections of new roadways prior to acceptance by the Town.
10. Review and establish subdivision bonds.
11. Provides construction inspection and contract administration and inspection services on various projects.
12. Investigates and responds to citizen complaints and requests.
13. Performs such other duties as may be required, which may include oversight of snow removal operations.

ESSENTIAL FUNCTIONS OF THE JOB: *-Essential functions may include, but are not limited to, the following:*

1. Assist the Director of Public Works in the planning, coordination and management of department matters; provide leadership in developing and implementing improvements to the public works organization; developing and implementing long-range capital improvement programs.
2. Manages and approves engineered plans for all Town projects; manages the administration of all major Town construction projects.
3. Plans, coordinates and manages engineering work related to the design and construction of Public Works projects; performs technical reviews of consultant work and directs revisions as necessary to insure project will meet the overall objectives of the Town.
4. Gives technical engineering advice and recommendations to department heads, Town boards and commissions.
5. Supervises the Town's annual highway and sidewalk construction program in addition to updating the existing program annually.
6. Administer the Town's Storm Water Management Program and file all essential reports annually to the DEP.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of Engineering principles and practices as applied to the planning, development, design, construction, operation, and maintenance of public works projects.
- Knowledge of the principles and practices of civil and highway engineering as well as public works contract administration; development of construction project plans, reports and recommendations, and grant proposals.
- Ability to effectively communicate both orally and in writing with the Public Works Director, town boards, commissions, other public officials, consulting engineers, contractors, developers, community groups and the general public.
- Ability to prepare and present clear and concise reports.

- Knowledgeable of local, state, and federal laws, regulatory codes, and professional standards applicable to design and construction of public works projects.
- Ability to perform basic surveying; including setting grades, laying out projects with survey equipment, perform complex calculations.
- Ability to draft engineering plans/sketches using acceptable engineering practices.
- General knowledge of hydraulics and fluids as they pertain to calculating proper pipe sizes and in calculating drainage areas and flow rates.
- Proficiency in the use of Microsoft Office.

MINIMUM QUALIFICATIONS;

- Graduation from an accredited four-year college or university with a Bachelor's degree in Civil Engineering.
- Minimum (5) years previous professional civil engineering experience

PHYSICAL AND ENVIRONMENTAL STANDARDS;

PHYSICAL ABILITY:

Regular periods supervising or inspecting in non-office environments, including garages, municipal & school buildings, waste water treatment facilities, subdivisions, road and sidewalk construction.

Regular periods spent outside subject to weather conditions while directing or inspecting work.

Frequent walking, standing, typing; occasional requirement for sustained uncomfortable physical positions and climbing.

Some exposure to high noise and vibration levels from heavy equipment.

VISUAL ABILITY:

Frequent time spent at computer monitors.

Frequently reading and writing reports, correspondence, instructions, plans, specifications.

HEARING ABILITY:

Frequent conversations with other individuals both in person and on the phone/ 2 way radio. Inspecting sites requires the ability to hear alarms and operation of construction equipment.

SPEAKING ABILITY:

Frequently communicates with other individuals, in person, over the phone, or on a two-way radio.

Occasionally appears before a public board, commission or town meeting to speak about a public works project.

SPECIAL REQUIREMENTS:

Mental alertness and comprehension to learn and retain technical and administrative information, terminology, equipment, policies, procedures and safety practices.

LICENSES, CERTIFICATES, REGISTRATIONS:

- ✓ Must have a valid Massachusetts Driver's License.
- ✓ Must be Registered as a Professional Engineer in the Commonwealth of Massachusetts or have the ability to obtain a license within six (6) months.

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