

TOWN ENGINEER

Definition

Supervisory and technical work in the management of design planning, plan review, plan updates and inspection of all public works projects and projects proposed and/or approved in the Town of Ayer that are under the jurisdiction of the Planning Board, the Zoning Board of Appeals or the Conservation Commission, as required. Administrative and supervisory work, assisting the superintendent of public works in the planning and managing of the department of public works; all other related work as required.

Supervision

Works under the general direction of the superintendent of public works.

Job Environment

Some work is performed under typical office conditions; most work is performed under shop and field conditions with exposure to variable weather conditions and hazards associated with construction sites and chemicals.

In a typical workday has contact with employees, vendors, contractors, local businesses, federal and state agencies, other town departments, and the general public.

Errors in administrative and technical decisions could result in danger to public health, environmental pollution, and have fiscal and legal repercussions; errors in administrative decisions could result in lower standards of services, substandard construction, and inadequate maintenance programs.

Essential Functions

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. 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.)

Performs responsible functions requiring the use of independent judgment in all technical matters pertaining to highway construction and maintenance, water filtration and distribution, wastewater treatment and collection, storm water drainage, solid waste disposal and other public works related issues; and in assisting in the overall operation of the public works department.

Provides day-to-day supervision to public works employees as directed by the superintendent.

Assist in preparing contracts and specifications for public works projects.

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Town Engineer*

Performs plan review, utility inspections, project budget development and review, and project management.

Provides technical support in the form of plan review and site inspections, advice and guidance to local Planning Board, Zoning Board of Appeals, Conservation Commission and other Boards as required.

Responsible to update current files, plans, tie cards, roadway inventory and collection, distribution and drainage system plans.

Frequently confers with local, state and federal officials and consultants retained by the town regarding technical and administrative matters, and in doing so must possess high degree of diplomacy and judgement and must be able to effectively work with and influence all types of people.

Must have excellent strategic thinking and sense of timing when representing the town on matters that are critical to the community's health and welfare.

Assist the superintendent with budget preparation.

Assist the superintendent with duties related to personnel matters including grievances, and collective bargaining preparation.

Perform the duties of the superintendent in the absence of the superintendent.

Attends evening meetings as required.

Performs similar or related work as required or as situation dictates.

Recommended Minimum Qualifications

Education and Experience

Bachelor's Degree of Science in Civil Engineering or related degree; and over five years of experience in municipal engineering and supervising and managing in a public works environment; or any equivalent combination of education and experience.

Special Requirements

Massachusetts Class D Motor Vehicle Operator's License

Licensed as a Massachusetts Registered Professional Engineer.

Certified Operator - Wastewater, Commonwealth of Massachusetts preferred

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Certified Operator - Water, Commonwealth of Massachusetts preferred

Knowledge, Ability, and Skill

Knowledge: Knowledge of municipal infrastructure construction and maintenance codes and practices. Knowledge of standard industry engineering practices.

Ability: Ability to effectively work with state, federal and local agencies as they relate to the town's infrastructure.

Skill: Skill in organizing, creating and maintaining the town's records.

Physical Requirements

Moderate physical effort generally required with occasional heavy exertion. Ability to operate a keyboard. Work requires frequent standing and walking and the operation of a passenger automobile. Vision and hearing well within "normal ranges." May be required to stoop, kneel, climb or balance when inspecting a construction site. May be required to lift materials or equipment weighing up to 60 pounds.

(This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.)

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