

Town of Tyngsborough

Job Description

Department: Highway
Job Title: Town Engineer

Supervision

This position operates under the general direction of the Town Administrator.

Primary Purpose

Under general direction of the Town Administrator, assists in the planning, organization, and coordination of work of the Highway Department including construction, maintenance and engineering of the following: roads, bridges, sidewalks, storm drainage, construction equipment, vehicles, buildings and grounds; and other special projects. These special projects will include assisting other parts of municipal government with engineering and related services as needed, including highway, parks and recreation, sewer, and public facilities maintenance.

Essential Duties and Responsibilities The essential duties of functions listed below are illustrations of the type of work 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.

Participates in the development of standards and specifications for recommended improvements the roads, buildings, and park facilities. Town's street acceptance program. This includes the allocation of Ch.90 funding and the engineering designs required to submit reimbursement requests to the Massachusetts Department of Transportation. Responsible for managing the Town's Street Acceptance Program, including engineering work and oversight of sub-contractors related to street acceptance design and approval.

Monitors outside service, construction and consulting contracts and represents the town in contract negotiations as necessary. Evaluates contract requirements and compliance of contractors. Provides assistance to department heads in the preparation of the Town's Budget and Financial Plan as it relates to highway, parks, buildings and utilities operating and capital improvement programs.

Prepares and presents reports to Town Administrator, Board of Selectmen, and Town Meeting.

Represents the Town in work with other agencies and organizations in participating in regional transportation funding development process.

Participates in the preparation of weekly, monthly and annual reports to the Town Administrator, Board of Selectmen, and various regulatory agencies.

Receives, investigates, and resolves difficult and complex complaints from citizens, public officials, civic organizations and takes or recommends appropriate courses of action and requests within the framework of accepted Town policies and procedures, and/or refers requests with appropriate recommendation to the Town Administrator, Board of Selectmen for policy direction.

Provides technical assistance for the coordination of the activities between the Highway Department and other Town departments, divisions, sections and outside agencies.

At the direction of the TA, provide assistance to public works departments with all aspects of procurement and grant writing including, but not limited to, buying, purchasing, leasing, or otherwise acquiring supplies, services, design services, or construction work, and all of the functions that pertain to such acquisition, including description of requirements, selection of sources, solicitation and evaluation of offers, contract preparation and award, and all phases of contract administration, and construction oversight performed by individuals or contractors employed by the Town. Responsible for making recommendations and guidance advice to others on procurement related activities and responsible for conducting performance reviews or audits of public works procurement activities and contractors where needed.

Makes special studies and reports as to the use of staff, work methods, equipment organizational changes, records systems and administrative improvements.

Reviews monthly cost and budget reports to check conformance with contracts and annual work plan/program and budget.

Receives and checks work requests from other divisions or departments.

Performs related duties and responsibilities as required.

Supervisory Responsibilities

n/a

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

The successful candidate must have a BS in Civil Engineering or related field; and 3-5 years of experience (licensed professional engineer required); or an equivalent combination of education and experience.

Knowledge, Skills, and Abilities

Knowledge of methods, materials, and equipment required in the operation, maintenance and construction of streets, storm systems, traffic control, painting, sidewalks, parks, turf and related facilities.

Knowledge of principles and practices of supervision.

Knowledge of safe work practices, procedures and regulations (i.e., OSHA MUTCD, etc.).

Ability to effectively plan, organize and lead.

Ability to perform inspections, evaluations, and analyses necessary for developing alternatives to improve operations.

Ability to implement improvement in organization, work procedures, and equipment.

Ability to make accurate cost, material and labor estimates.

Ability to analyze problems and arrive at appropriate solutions.

Ability to read and interpret blueprints and engineering plans.

Ability to communicate effectively, both verbally and in writing.

Ability to use computer applications software for word processing, spread sheet applications, and presentation software.

Ability to establish and maintain work relationships with those contacted in the course of work.

Ability to maintain physical condition appropriate to the performance of assigned duties and responsibilities and operating assigned equipment.

Ability to communicate with others and to assimilate and understand information, In a manner consistent with the essential job functions.

Ability to make sound decisions in a manner consistent with the essential job functions.

Certificates, Licenses, Registrations

Massachusetts Drivers License Class D.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. .

Be able to perform the essential functions /duties of this position including but not limited to frequent strenuous physical effort, able to lift and carry up to 100 lbs., able to bend, kneel, reach, and squat frequently through the work shift.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Work in a wide variety of inclement (heat/cold) weather in shifts greater than 8 hours, able to use and wear protective equipment and clothing such as hearing protection, eye protection, foot and hand protection and the like.

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

Employee Signature Date

Town Administrator Date