

# Help Wanted: City of New Bedford hiring Supervising Civil Engineer

**Job Title:** Supervising Civil Engineer

**Pay Grade:** M-9

**Pay Range:** \$57,066 – \$69,609

## **JOB SUMMARY**

Supervises and inspects Department of Public Infrastructure construction projects; provides City road, land, water, sewer survey capabilities.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job.

- Supervise and inspect private and public construction projects of roadways, sanitary sewers, water, and storm drainage systems.

- Draft distance offset maps of drug offense locations within the City limits for the District Attorney's Office.

- Review, draft, and record as-built information collected and sketched on inspectional duties.

- Attend job training classes and seminars in areas of Roadway Maintenance, Sewer Construction and Repair, HAZMAT Safety, Packaging, and Transportation.

- Review private project development plans for compliance with codes, regulations, and standards, adequacy of applications for permits and compliance with approved plans.

- Determine applicable codes, regulations, and requirements for

assigned projects.

- Coordinate the preparation or development of engineering plans and specifications; coordinates required advertising for bids; review construction bids and make necessary recommendations based on lowest and best bids, competency of vendors and consultants, and the selection criteria.

- Provide project management for the construction of the municipal public works projects; oversee assigned projects to ensure contractor compliance with time and budget parameters for the project.

- Coordinate the preparation or development of, or develop, review and update the sanitary sewer, water, storm drainage, and street system maps, database, and comprehensive plans.

- Maintain the Engineering library and infrastructure records.

- Maintain and update City subdivision and public works standards.

- Assure as built records of projects, and documents necessary changes for the operation and maintenance programs.

- Respond to public or other inquiries relative to engineering policies and procedures on specific projects and other information; evaluate issues and options regarding municipal public works and makes recommendations.

- Review utility permits, street use permits, and franchise utility permits.

- Maintain regular contact with consulting engineers, construction project engineers, City, County, State and Federal agencies, professional and technical groups and the public regarding division activities and services.

- Assist in the evaluation of transportation and traffic impacts of development proposals, permits, rezones, and plats;

prepare traffic, utility reports.

- Provide intersection signal and channelization design; develop and maintain a pavement management system

- Perform related work as required and assigned.

*The duties listed above 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. The 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.*

## **MINIMUM QUALIFICATIONS**

### **Education and Experience**

- Bachelor's Degree in Civil Engineering

- Five years of civil engineering experience

## **SPECIAL REQUIREMENTS**

- Criminal Offender Record Investigation (CORI) background check mandatory.

## **SUPERVISORY RESPONSIBILITIES**

This position does not have formal supervisory responsibilities over other employees. Supervisors are responsible for signing performance reviews.

This position receives general supervision from the Commissioner of Public Infrastructure and the Engineering Supervisor.

## **PHYSICAL DEMANDS AND WORKING CONDITIONS**

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. The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works both inside and in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions. The employee may work in high precarious places and be exposed to fumes, airborne particles, risk of electrical shock and vibration. The employee may be exposed to toxic or caustic chemicals.

The employee frequently is required to walk, sit, climb or balance, stoop or kneel, crouch or crawl and smell.

The position involves heavy physical demands, such as exerting up to 100 lbs. of force occasionally, and/or up to 50 lbs. of force frequently, and/or up to 20 lbs. of force constantly to move objects.

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*The City of New Bedford, MA is an Equal Opportunity Employer.*