



# TOWN OF HOLDEN

## NOTICE OF VACANCY

**OPEN DATE:** 4/17/2024 **CLOSE DATE:** Until Filled  
**DEPARTMENT:** Public Works  
**JOB TITLE:** Civil Engineer II  
**SALARY RANGE:** \$67,657-82,313  
**HOURS:** M-F 35 Office Hours/Week  
**BENEFITS:** Vacation, sick and personal time available; Worcester Regional Retirement System; Health Insurance, Dental, Vision and Life Insurance available; View available options and premium rates at [www.holdenma.gov/employeebenefits](http://www.holdenma.gov/employeebenefits) HOLIDAYS: 12 paid holidays per year.  
**REPORTS TO:** Senior Civil Engineer

### GENERAL SUMMARY:

Under the direction of the Senior Civil Engineer and/or Director of Public Works, provides a variety of professional engineering services including those related to permitting, inspection, project management, design, review, estimating, subdivision control and other related functions to the Department of Public Works (DPW). This position shall also support all other Departments within the Town.

### ESSENTIAL JOB FUNCTIONS\*:

- Perform project management responsibilities as directed, including the development of technical specifications, drawings and other contract documents for bidding and bid evaluations, performed internally or by a professional consultant.
- Lead a variety of Public Works projects related to roadway, drainage, water, and sewer systems, parks, cemeteries and other public infrastructure projects.
- Manage site construction as field/resident engineer; maintain daily site work log covering construction activities; attend contract meetings; enforce specifications; monitor contract progress and project schedules; verify quantities for invoices; transfer as-built information onto contract drawings; write field inspection/progress reports and technical memoranda; assist in the review of contract transmittals for compliance with the specifications.
- Responsible for the permitting process related to street entry, water and sewer connections and repairs, including the calculation of related fees, field inspections and maintaining online permitting systems.
- Manage and maintain the Town's pavement management program including roadway, curbing and sidewalk conditions and repair costs.
- Coordinate and manage the State's highway reimbursement program (Chapter 90) and ensure timely project request and reimbursement submittals.
- Assist in maintaining compliance with the Town's EPA NPDES MS4 General Permit.
- Perform review of permits and applications to the Planning Board, Zoning Board of Appeals and Conservation Commission and other Boards, Commissions and Committees as applicable, and recommend approvals or necessary design changes in accordance with Town bylaws, and State and Federal regulations.

- Manage subdivision construction activities; conduct inspection of utilities, review construction plans, estimate bonding requirements and ensure work is performed in compliance with applicable laws, regulations, licenses, etc.
- Perform project related budget management functions and coordinate activities with other departments and divisions.
- Perform responsible engineering, drafting, and surveying functions, requiring the limited exercise of some independent judgment in setting priorities.
- Attend a variety of evening Board and Committee meetings, including but not limited to Planning Board, Zoning Board, Conservation Committee, to present engineering reports and to respond to a variety of inquiries and requests.
- Provide service in excess of eight (8) hours per day and forty (40) hours per week during times of emergency and project need.
- Compile data and prepare reports as needed.
- Operate AutoCAD software to design, plot and plan professional engineering projects. Provide significant knowledge in the operation of ArcGIS, PeopleForms, MapsOnline, and other types of GIS platforms.

**OTHER DUTIES AND RESPONSIBILITIES:**

- Maintain detailed and accurate records of all drawings and engineering activities relating to all Public Works divisions.
- Provide engineering information and general assistance to Town Departments, representatives of utility companies, private engineers and architects, developers, lawyers, and the general public.
- Perform special project assignments as requested by the Director of Public Works.
- Provide assistance to other Town Departments during times of public emergencies.
- Perform other related duties as assigned.
- Work independently and exercise considerable personal judgment.

**SKILLS/EXPERIENCE/TRAINING REQUIRED:**

- Duties require knowledge equivalent to a Bachelor's degree in civil engineering and 3 to 8-years of related engineering experience in the design and the construction of public works projects.
- Engineer-in-Training (EIT) Certification preferred.
- In-depth knowledge of current methods and techniques related to civil engineering and surveying.
- Familiarity with stormwater rules and regulations, and other applicable State and Federal laws related to environmental matters.
- Knowledge of the public procurement process.
- Ability to perform complex engineering computations and to design public works projects, and to inform and communicate with various constituencies related to the procedures and methodologies used.
- Ability to analyze a variety of complex engineering issues to develop relevant and realistic plans and recommendations.
- Ability to communicate effectively both verbally and in writing, to establish positive public relations for the Town and to interact effectively with a wide variety of constituencies.
- Ability to pass a Criminal Offender Record Information (CORI) check.
- Shall possess a Massachusetts Class D Driver's License.
- Familiarization with Incident Command System (ICS) and National Incident Management System (NIMS) principles.

**SUPERVISORY RESPONSIBILITY:**

Only exercised over division personnel on a project management basis.

**WORKING CONDITIONS:**

Work days may be either spent indoors not subject to extremes in temperature, noise, etc. or be spent in the field inspecting a variety of work sites and exposed to temperature extremes, noise, etc. Field work includes accessing work on active construction sites. Occasional climbing, lifting, walking, bending during field work. Operate automobiles, personal computers, plotters, survey level and transit, and related equipment requiring eye-hand coordination and finger dexterity.

***\*The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.***

External and internal applicants, as well as position incumbents who become disabled, as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with assistance of a reasonable accommodation to be determined by management on a case by case basis.

**APPLICATIONS AVAILABLE: OFFICE OF TOWN MANAGER, 1204 MAIN STREET, HOLDEN, MA 01520**

Or online <https://www.holdenma.gov/town-manager/files/employment-application>

SEND RESUMES, COVER LETTERS AND APPLICATION TO:  
OFFICE OF TOWN MANAGER, 1204 MAIN STREET, HOLDEN, MA 01520

Or via email at [resumes@holdenma.gov](mailto:resumes@holdenma.gov).

**FOR FURTHER INFORMATION CONTACT TOWN MANAGER'S OFFICE**

**1204 MAIN STREET, HOLDEN MA 01520 (508) 210-5501**

**EQUAL OPPORTUNITY EMPLOYER**

**THE TOWN OF HOLDEN DOES NOT DISCRIMINATE AGAINST THE HANDICAPPED**