



TOWN OF HOLDEN

NOTICE OF VACANCY

OPEN DATE: 4/17/2024 **CLOSE DATE:** Until Filled
DEPARTMENT: Public Works
JOB TITLE: Senior Civil Engineer
SALARY RANGE: \$75,395-95,269
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 HOLIDAYS: 12 paid holidays per year.

GENERAL SUMMARY:

Under direction of the Director of Public Works, provides to the Department of Public Works and other Town departments, a variety of professional engineering services including those related to permitting, inspection, project management, design, subdivision control, stormwater permitting compliance, and supervision and oversight of the Town's Geographic Information System (GIS).

ESSENTIAL JOB FUNCTIONS*:

- Under general supervision, follows and updates, as necessary, departmental rules, regulations and policies; requires the ability to plan and perform operations to complete assigned tasks according to a prescribed time schedule, refers unusual problems to superior.
- Serves as the manager of the Engineering Division of the Department. Provides oversight over the Civil Engineer and the Engineering Intern.
- Work involves contact with personnel of other Town departments, the Wachusett Regional School District, State or Federal agencies and general public for the proper correlation of public services.
- Assist in the development of a Capital Improvements Plans for various Town projects.
- Conducts plan reviews of subdivision, site plans, roadway, water, sewer, and stormwater designs, and recommends approval or necessary design changes.
- Responsible for controlling and monitoring all subdivision construction activities; conducts inspection of utilities, reviews construction plans, submittals, meetings, and prepares bonding requirements and ensures work is performed in compliance with applicable laws, regulations, licenses, etc.
- Ensures construction work is properly completed, closed out, and provides recommendation to other boards or Town Departments if the project was completed satisfactorily.
- Responsible for the permitting process related to street entry, water and sewer connections, water and sewer extensions, drainage connections and land disturbances, including the calculation of related fees.
- Performs Engineering Division related budget management functions and coordinates activities with other departments and divisions.
- Acts as Project Manager and designer for a variety of public works and public building projects related to roadway construction and maintenance, water, sewer and stormwater systems, landfills, parks, cemeteries, buildings, and other projects related to Department divisions.. Develops bid packages, specification, plans and cost estimates for the projects. Works closely with outside consultants and engineers, and monitors their project budgets and deliverables.
- Assists in budget management of state funded projects (SRF and Chapter 90) and is responsible for proper and timely reimbursement.



TOWN OF HOLDEN

NOTICE OF VACANCY

- Reviews and tracks invoices for various materials and contractors to ensure they are billed correctly and budgets are maintained.
- Performs project management responsibilities as directed for public works projects, including the preparation of design plans, specifications, bid packages, and estimates. Responsible for ensuring projects adhere to the State and MADOT public procurement requirements.
- Attends and provides recommendations to a variety of Town Board and Committee meetings including Planning Board, Zoning Board of Appeals, Conservation Committee, Historic District Commission, and others. Presents engineering reports and to respond to a variety of enquires, requests and complaints.
- Responsible for managing and implementing all stormwater permitting activities associated with NPDES MS4 General Permit.
- Ensures all activities are performed in compliance with applicable State and Federal rules and regulations.
- Provide supervision, oversight, and expansion of the Town's Geographic Information System (GIS).
- Operates Autodesk CAD software to design, plot and plan professional engineering projects.
- Operates ESRI and PeopleGIS software to create maps and perform data analysis in a GIS based environment.
- Responsible for the proper operation and maintenance of the Department's online permitting and service request system, Town's GIS website, and Town's address database.
- Performs and manages the connection inspections for water, sewer and drainage.

OTHER DUTIES AND RESPONSIBILITIES:

- Reviews general resident questions related to roads, utilities, permitting, addresses, Town projects, and provides responses.
- Maintains detailed and accurate records of all drawings and engineering activities relating to all Department divisions.
- Performs special project assignments as requested by the Director.
- Performs other related duties as assigned.

SKILLS/EXPERIENCE/TRAINING REQUIRED:

- Knowledge equivalent to a bachelor's degree in civil engineering and five to ten years of related engineering experience in the design and the construction of public works projects.
- Massachusetts Professional Engineer certification preferred, Engineer-In-Training (EIT) certification required.
- In-depth knowledge of current methods and techniques related to civil engineering and surveying.
- Knowledge of public construction bidding and Massachusetts procurement laws.
- Experience with GIS, CAD and HydroCAD applications, both in desktop and web environments.
- Ability to perform complex engineering computations and design public works projects and to inform and communicate with various constituencies related to procedures used and methodology.
- 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.
- Massachusetts Class D driver's license.
- Familiarization with Incident Command System (ICS) and National Incident Management System (NIMS) principles.



TOWN OF HOLDEN NOTICE OF VACANCY

SUPERVISORY RESPONSIBILITY:

- Supervises divisional staff, both permanent employees and temporary interns.

WORKING CONDITIONS:

Work days may be either spent indoors in an office environment not subject to extremes in temperature, noise, etc. or be spent in the field inspecting a variety of work construction sites and exposed to temperature and climate extremes, noise, etc. Field work includes work on active construction sites. Occasional climbing, lifting, walking, bending during field inspections, which may include rough and unstable surfaces. Operates automobiles, telephone, personal computer, plotter, 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.

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