

POSITION DESCRIPTION**GE-22****Town of Needham****Assistant Town Engineer****10/2016**

Under direction of the Town Engineer, perform a variety of professional engineering responsibilities in support of department operations and activities.

Duties:

Design a variety of Public Works projects using manual and computerized techniques, including sewer and drain installations, streets, parking lots and other projects at request of Town Engineer. Calculate and levy assessment for sewer and street projects and record as required at Registry of Deeds or Land Court. Coordinate and direct land survey work. Prepare project plans, specifications, and cost estimates; manage bid process; monitor expenses against budget; negotiate change orders subject to final signature of Town Engineer. Provide direction to DPW construction crews. Direct and supervise consultant's work, field inspections and other engineering functions.

Review and comment on subdivision proposals to ensure compliance with applicable Town, state and federal by-laws, rules and regulations. Participate in site plan review process and in reviewing new zoning regulations. Calculate bond and surety amounts for subdivision release of lots. Prepare and oversee procedures related to street acceptance, land and easement takings. Prepare required information, reports, etc., and file with appropriate Town offices. Prepare other engineering reports, documents and records as required.

Meet with applicants regarding submissions before the Planning Board, Conservation Commission and similar Town authorities. Provide advice and consultation to applicants. Coordinate review of applicants within DPW, referring unresolved issues to the Town Engineer.

As traffic engineer, perform traffic engineering studies, write new traffic regulations for approval by Town and submission to state for required permits. Consult with outside engineering firms on complex design projects.

Coordinate project scheduling activities for the division.

Attend public hearings to present technical information and to respond to citizen inquiries, requests and complaints. Assist public and other Town department in resolution of engineering problems.

Maintain knowledge of new federal, state and local regulations and mandates and assist in developing engineering-related alternative responses and solutions.

Maintain current knowledge of profession through peer association, attendance at seminars, meetings, etc. Perform related engineering duties as assigned.

Basic Knowledge:

Duties require knowledge equivalent to a Bachelors Degree in civil engineering. Registration as Professional Civil Engineer in Massachusetts is preferred. Computer skills are required.

Experience:

Work requires 5-7 years of public works engineering experience.

Independent Action:

Incumbent functions independently within scope of Engineering Division policies and procedures. Refers to Town Engineer for approval of engineering projects/plans.

Supervisory Responsibility:

Provides functional guidance and supervision to division staff, and direct operations of the division in the absence of the Town Engineer.

Physical and Environmental Standards:

- Frequent periods supervising or inspecting in non-office environments, including garages, water supply stations, sewer facilities, landfills, parks and recreational areas.
- Regular periods spent outside subject to weather conditions while inspecting or directing work.
- Frequent walking, standing, climbing; occasional requirement for sustained uncomfortable physical positions.
- Some exposure to high noise and vibration levels from heavy equipment.
- May spend sustained periods at terminal or on telephone.