

CITY OF MELROSE, MA JOB DESCRIPTION

The City of Melrose is an Equal Opportunity Employer/ Diverse Candidates are encouraged to apply. No Residency Requirement.

Please submit a resume and letter of interest to mtravers@cityofmelrose.org. Position open until filled.

Title: Project Engineer	Classification/Grade: CNU5, L18, starting wage \$37.94 per hour commensurate with experience
Department: Department of Public Works	FLSA Status: Exempt
Reports to: City Engineer	Union Status: Non-Union
Effective Date: March 2023	Benefit Status: (40 hrs/week)

Summary

Provides engineering, management and technical support to the Public Works Department for the City's capital improvement projects. Defines and resolves issues of varying complexity in the design, construction, repair, maintenance, and operation of the municipal infrastructure. Provides technical design, construction management, oversight and inspection of private contractors and consultants. Assists in administering projects, contracts, and grant and loan programs.

Essential Functions

The essential functions or duties listed below 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.

- Develops, administers, and files project as-built plans, specifications and details to Division standards.
- Manages the City's Infiltration and Inflow (I/I) Reduction program. Tracks I/I program expenditures and prepares paperwork for reimbursement from the MWRA. Assists with long term planning of I/I and sewer rehabilitation program.
- Manages the City's lead water service identification and management program. Coordinates regular testing, in accordance with MassDEP requirements, of locations with known lead service pipes. Delivers samples to laboratory and reports on final testing results.
- Coordinates and oversees municipal and/or contract staff in implementing roadway, water, sewer, drainage and other infrastructure projects. Coordinates municipal staff and participates in reconnaissance of existing facilities; compiles data for reporting.
- Works closely with engineering consultants. Coordinates, assists, monitors, and reviews the work of consultants and recommends payments.
- Tracks project budgets and recommends payments and reimbursements. Reviews and recommends project change orders, contract amendments, and other changes.
- Coordinates filings and permitting requirements for MWRA, MassDEP, EPA, and other agencies.
- Assists in the development of design standards for municipal utilities and enhancement of the Division's protocols and procedures.
- Attends meetings including the Melrose boards and commissions. Prepares and presents technical data, reports and studies. Provides information requested by boards and committees.
- Provides timely reviews and makes recommendations on proposals and requests for connections or expansions to the City's water, sewer and drain systems. Conducts inspections and approvals of connections. Establishes and maintains permanent records.

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- Receives reports of complaints of defects and/or hazards. Conducts inspections, initiates written work orders, and schedules repairs.
- Assists the public; provides information and permits and collects fees.
- Assists in public outreach for projects, programs, and Engineering Division functions.
- Works with Engineering Division and City staff to enhance Geographic Information System (GIS) utility database to extend its use for a broader range of engineering and operations' functions.
- Accepts overtime or shift work to accommodate projects and/or construction schedules.
- Administers or assists with special projects and programs.
- Performs other work as assigned.

Supervision

Supervision Scope: Performs varied and responsible functions requiring an in-depth working knowledge of departmental operations and the exercise of judgment and initiative, particularly in situations not clearly defined by precedent or established procedures.

Supervision Received: Works independently, with guidance and direction from the City Engineer and/or the Director of Public Works following department rules, regulations and policies; duties require the ability to plan and perform operations and complete tasks, within agreed upon time deadlines. Some tasks require constant supervision.

Supervision Given: Directs projects. Works with DPW operations crews to complete field investigations and repairs.

Recommended Minimum Qualifications

Education, Training and Experience

Bachelors' degree in Engineering plus 3-5 years of experience in engineering, construction methods and engineering principles is desired. FE and ability to achieve PE certifications are desired; Knowledge and understanding of AutoCAD and ESRI ArcMap software is required, as well as, familiarity with the internet.

Special Requirements:

Valid Driver's License.

Knowledge: Knowledge and experience to be a team-orientated problem solver. Knowledge to balance and prioritize situations. Knowledge of municipal budgeting, and basic financial record keeping; familiarity with city government; knowledge and/or ability to learn federal, state and local laws.

Ability: Ability to work effectively in fast-paced environment. Ability to schedule and organize work; ability to demonstrate understanding of project budgeting; ability to track budgets. Ability to work with a team, effectively. Ability to communicate on technical level and solve difficult, technical problems. Ability to interact appropriately and tactfully; ability to maintain detailed accurate records; ability to learn and explain Department regulations, policies and procedures; ability to work independently; ability to establish and adhere to detailed schedules. Ability to collaborate and appreciate other's viewpoints.

Skills: Public Speaking skills. Excellent interpersonal skills, organizational and customer service skills. Demonstrated experience providing customer service to Water Clerk, department staff, engineering interns, the Planning Department, DPW operations, consultants, Inspectional services, and the public using tact, proper judgment, courtesy, respect and discretion. Demonstrated ability to work effectively with diverse constituencies and ensure a culturally relevant and sensitive approach. Excellent written and

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verbal communication skills; excellent computer skills for MS Office Suite applications and advanced skills to operate software systems and applications supporting the division's operations, such as GIS, GPS, and AutoCAD.

Job Environment

- Work is performed outdoors occasionally working with exposure to fumes or airborne particles, extreme temperatures, vibration, and moderate noise levels.
- Work load is subject to fluctuations and administrative deadlines. Employee occasionally attends evening and weekend meetings.
- Operates computer, printer, telephone, copier, facsimile machine and all other standard office equipment. Operates an automobile.
- The employee has frequent contact with the public.
- The employee has no access to department confidential information.
- Errors could result in delays or loss of service, monetary loss, damages to buildings and/or equipment and legal ramifications.

Physical Requirements

The physical demands described are representative of those that must be met by an employee to successfully perform 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 is required to stand, walk, sit, communicate, talk and hear; must be able to handle, or feel objects, tools, or controls and reach with hands and arms. The employee frequently must climb or balance, stoop, kneel, crouch or crawl, and work with vibration. The employee occasionally must lift and/or move objects weighing up to 10 pounds and seldom lifts and/or moves objects weighing up to 60 pounds. Vision and hearing at or correctable to normal ranges to read documents and analyze data. Close, distant, color, peripheral vision and depth perception are necessary for safe operation of equipment. This position requires the ability to operate a keyboard at efficient speed, and operate an automobile effectively.

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In the City of Melrose we value diversity, equity, and inclusion and believe that everyone in the community deserves excellent public services and access to resources regardless of race, gender/gender identity, religion, ethnicity, physical abilities, age, sexual orientation, veteran status or personal experience. We believe in the benefit of diversity which allows us to become aware of varied ways of engaging with citizens and to discover, design and deliver enriched solutions and services for our community. The City embraces and encourages all qualified candidates to apply.

This 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.