



## **CITY OF BEVERLY**

### **Job Posting (Vacancy)**

Department: Engineering

Position: City Engineer

Position Status: Non-Union

Salary: \$100,000 to \$115,000

Reports to: Commissioner of Public Services, Public Works and Director of Engineering

Job Description: Provided

Interested applicants should submit resumes to [jobs@beverlyma.gov](mailto:jobs@beverlyma.gov) or mail to City of Beverly, Human Resources Department, 191 Cabot Street, Beverly, MA 01915.

Reposted July 19, 2018

**City of Beverly**  
**City Engineer**

The City of Beverly, City Engineer serves under the broad supervision of the Commissioner of Public Services and Engineering, who outlines policies and assigns areas of responsibility, and reviews work in terms of effectiveness of results and recommendations. Performs duties on own initiative, determining situations warranting Commissioner's attention and applying a high degree of judgment in recommending and/or carrying out appropriate course of action. Provides general supervision over all engineering matters within the City. Provides direct supervision to an engineering staff in office and various consultants. Manages and coordinates progress of multiple public works projects. Provides oversight of engineering projects (planning, design and construction) and programs, staff support to planning division and DPS. Duties include office management and complex analytical work, planning, designing, and directing environmental, water, sewer, roads, solid waste removal, and other civil engineering public works projects. For a more detailed job description please visit [www.beverlyma.gov](http://www.beverlyma.gov), click on "Jobs". Salary range is \$100,000 to \$115,000. Submit resumes to [jobs@beverlyma.gov](mailto:jobs@beverlyma.gov). AA/EEO

**City of Beverly**  
MASSACHUSETTS

**JOB DESCRIPTION**

<b>Title:</b>	City Engineer
<b>Supervisor:</b>	Commissioner of Public Services, Public Works and Director of Engineering
<b>Grade:</b>	N/A
<b>Civil Service:</b>	No
<b>Union:</b>	No
<b>Classification:</b>	Exempt

**Summary:**

Serves under the broad supervision of the Commissioner of Public Services and Engineering, who outlines policies and assigns areas of responsibility, and reviews work in terms of effectiveness of results and recommendations. Performs duties on own initiative, determining situations warranting Commissioner's attention and applying a high degree of judgment in recommending and/or carrying out appropriate course of action. Provides general supervision over all engineering matters within the City. Provides direct supervision to an engineering staff in office and various consultants. Manages and coordinates progress of multiple public works projects. Provides oversight of engineering projects (planning, design and construction) and programs, staff support to planning division and DPS. Duties include office management and complex analytical work, planning, designing, and directing environmental, water, sewer, roads, solid waste removal, and other civil engineering public works projects.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Include the following; other duties may be assigned.

- Provides project management of the design and construction of capital projects.
- Oversees and mentors all staff assigned to specific projects.
- Ensures contractor compliance with time and budget parameters.
- Maintains and updates infrastructure and systems maps, databases, plans, and records. Prepares and analyzes reports, maps blueprints, and drawings for engineering plans and designs.
- Calculates costs and determines feasibility of project (s) based on analysis of collected data.

- Manages department's budget.
- Prepares or directs preparation and modification of reports, specifications, plans, construction schedules, environmental impact studies, permits, and design for city-wide public works projects.
- Monitors construction sites for progress and to ensure conformance to engineering plans, specifications, and construction.
- Directs construction and maintenance activities at project site.
- Works with state regulatory agencies and City Council. Coordinates public education outreach; facilitates public meetings.
- Uses computer assisted engineering and design software and equipment to prepare engineering and design documents. Assists in the continued development and implementation of a Geographical Information System (GIS).
- Provides a program to address staff training needs through continuing professional development.
- Coordinates and monitors the recycling and solid waste removal program.
- Monitors the operation of the City's eight cemeteries.
- Attends meetings after normal business hours with citizen groups and other agencies.

### **QUALIFICATIONS:**

- Bachelor's degree in Civil Engineering.
- Registration as a Professional Engineer in Massachusetts required.
- A minimum of 10 years increasingly responsible engineering experience, including municipal engineering and 2 years of administrative and supervisory responsibility. An equivalent combination of education and experience may substitute for the above.
- Thorough knowledge of civil engineering principles, practices, and methods as applicable to a municipal setting; knowledge of applicable City ordinances and policies affecting division activities.
- Considerable skill in arriving at cost estimates on complex projects. Skill in operating land-surveying equipment.
- Knowledge of applicable state local and federal regulations affecting the operation of a municipality like Beverly.
- Valid Massachusetts drivers license
- Computer literacy required including word processing, spreadsheets, database applications, ESRI GIS software, cloud based solutions and computer aided design software.
- Physical capability of moving about construction job sites and industrial settings.
- Ability to communicate effectively, orally and in writing, with employees, contractors, governmental agency representatives, City officials, and the general public.
- Ability to conduct necessary engineering research and compile reports.

**PHYSICAL DEMANDS:**

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. 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 regularly required to sit. The employee frequently is required to stand, walk, talk and hear. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls and reach with hands and arms, climb or balance or stoop.

The employee must lift and/or move up to 25 pounds. Specific vision abilities required by this job include the ability to adjust focus at both long and short distances.

**WORK ENVIRONMENT:**

The work environment characteristics 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.

The noise level in the work environment is usually moderate to loud.