



**CITY OF BURLINGTON, VERMONT**  
invites applications for the position of:

## Senior Public Works Engineer

**SALARY:** \$69,687.28 - \$77,789.71 Annually

**OPENING DATE:** 03/15/18

**FLSA:** Exempt

**UNION:** Non-Union

**GRADE:** 22

**POSITION STATUS:** Regular Full Time

### GENERAL PURPOSE:

Under the supervision of the Assistant Director of Technical Services, this position is responsible for the management and oversight of technical staff and the professional and administrative engineering work involved in the development and implementation of various projects for the City of Burlington.

### ESSENTIAL JOB FUNCTIONS:

- Provide management and technical oversight to assigned workgroups.
- Develop and manage program or capital project budgets.
- Prioritize workflow and meet established deadlines within workgroup.
- Assist the community, the City Administration, and all departments and commissions in developing plans for construction and/or improvements to roads, structures and facilities. This includes identifying the vision, goals, objectives, and needs; obtaining professional services; preparing contract documents; and obtaining permits.
- Collaborate and work cooperatively. Communicate regularly with officials at all levels within the City administration; City departments; local, regional, and state transportation planners, engineers, and providers; consultants and contractors; and the public.
- Balance needs and resources. Collaboratively prioritize projects and develops conceptual improvement plans that balance the needs of the public, the City, and the region with the availability and constraints of known resources.
- Encourage inclusivity. Understand the importance of diverse participation and includes all relevant stakeholders in project and program development. Advance public participation and outreach for the Engineering Division.
- Monitor the engineering and technical performance of contractors and consultants to ensure success of the projects.
- Maintain financial records for projects and makes recommendations for payments to contractors and consultants.
- Utilize the services of consulting engineering and designers through the competitive bid selection process.
- Represent the City at various public forums and meetings.
- Manage and advance infrastructure projects and programs.
- Manage in-house traffic engineering and safety projects from conceptual design to project completion. May prepare preliminary plans, specifications and bid documents, including an engineer's opinion of probable cost. Document and authorize appropriate plan deviations or variances from a standard as appropriate.

- Prepare and/or review transportation planning reports, traffic studies, and traffic engineering specifications/plans/estimates of cost, construction schedules, and project budget, design and construction details relative to individual traffic projects.
- Performs other duties as required.

### **QUALIFICATIONS/BASIC JOB REQUIREMENTS:**

- Bachelor's of Science Degree in Civil Engineering required. Additional experience may be substituted for a degree requirement on a two-for-one year basis.
- A P.E. License in the State of Vermont, or the ability to obtain within six months of employment.
- Minimum of ten (10) years of experience in civil engineering with demonstrated experience in any of the following fields: transportation, geotechnical, structural, environmental or construction engineering. Additional relevant educational experience may be considered for work experience on a one-for-one year basis.
- Minimum of two (2) years supervisory experience required.
- Must have experience in project and program management, including developing and maintaining project budgets, schedules, procurement, and project controls.
- Professional experience in a municipal setting desired.
- Demonstrated experience performing traffic studies, preparing traffic design plans, specifications, bid documents and cost estimating is desired.
- Preferred experience with municipal public works infrastructure planning, design, construction, operations.
- Preferred functional understanding and experience with ArcGIS.
- Must have knowledge of methods, materials, procedures, and standard practices of construction, including public works projects; contract negotiation and administration;
- Must have strong computer skills; demonstrated ability to effectively use computer equipment and related software; competent in use of Microsoft Office Suite (Excel, Word, Powerpoint, Publisher).
- Knowledge of transportation engineering principles is recommended.
- Knowledge of the principles, practices, and techniques of transportation planning is desired.
- Knowledge of State and Federal laws, policies, and regulations related to the field of urban transportation is desired.
- Ability to establish and maintain good relations with co-workers.
- Ability to receive constructive criticism and react appropriately.
- Demonstrated knowledge of engineering methods, design standards materials and project management.
- Ability to read, analyze and modify specifications and plan sets to ensure work complies with all contract specifications.
- Ability to provide excellent customer service, communicate clearly, professionally and diplomatically with contractors and the public both orally and in writing.
- Ability to establish and maintain effective working relationships and use good judgment, initiative, and resourcefulness when dealing with the media, the public, other employees, elected officials, consultants, contractors, and other government entities.
- Must be able to assess situations, solve problems, manage multiple projects, work effectively under stress, within deadlines, and in public situations.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Ability to facilitate and attend meetings at times other than regular business hours.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.

### **ADDITIONAL INFORMATION:**

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities.

Applications for this position are only accepted on-line at <https://www.governmentjobs.com/careers/burlingtonvt>

For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.

WOMEN, MINORITIES, VETERANS AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE

AmeriCorps, PeaceCorps and National Service alumni are encouraged to apply.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<https://www.burlingtonvt.gov/jobs>

Position #1271-92-002  
SENIOR PUBLIC WORKS ENGINEER  
NA

200 Church Street, Suite 102  
Burlington, VT 05401  
802-540-2505

[jobs@burlingtonvt.gov](mailto:jobs@burlingtonvt.gov)

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### Senior Public Works Engineer Supplemental Questionnaire

\* 1. Do you have a Bachelors degree in Civil Engineering?

- Yes  
 No

\* 2. Do you have a P.E. license in the state of Vermont?

- Yes  
 No

\* 3. How many years of experience do you have in the civil engineering field? Experience is defined as any in the following fields: transportation, geotechnical, structural, environmental, or construction engineering.

- Less than 10 years experience  
 More than 10 years experience

\* 4. How many years of supervisory experience do you have?

- Less than 2 years experience  
 More than 2 years experience

\* Required Question