



CITY OF MELROSE

Human Resources Department

Please send a letter of introduction and resume to Marianne Long, HR Director via mlong@cityofmelrose.org by December 18, 2020

City of Melrose is an Equal Opportunity Employer. Diverse candidates are encouraged to apply.

Title: City Engineer
Department: Public Works Department
Supervisor: Director of Public Works
Status: Non-Union, CNU3, Level 22, 40 hours per week
Compensation is commensurate with experience; Comprehensive benefits offered

The Public Works Department is a service driven, extremely fast-paced environment, including numerous inquiries in various subject matters from constituents. This position requires an energetic, pro-active, organized, and knowledgeable professional to balance and prioritize situations. The City Engineer reports to the Director of Public Works, working independently with general guidance and direction from the Director.

General Responsibilities:

- Manage day to day operations of the Engineering Division including prioritizing, staffing, assigning and directing the work of staff, all involving technically oriented and highly specialized subject matter.
- Manage capital infrastructure projects and associated designs, construction, and budgets.
- Develop and propose policies, procedures, ordinances, standards, and best practices for public and private infrastructure; enforce same through detailed reviews of private development projects.
- Conduct the operations of the Engineering Division and undertake all assigned duties in a thorough, efficient, and professionally competent manor.
- Develop, recommend, and implement policies and procedures for the Engineering Division and its functions; confer with other city officials regarding needs which must be supplied by the Engineering Division; determine priority of work to be completed.
- Direct all aspects of capital infrastructure programs: make short and long range plans for maintenance, repair, construction and management of traffic control devices, highway, drain, water and sewer infrastructure, facilities and projects in the City; prepare survey and design work and review such work when performed by consultants; determine the scope of various projects; estimate labor and materials costs; write specifications and bids; develop schedules; award contracts; oversee construction including change orders; inspect field work done by contractors and municipal workers; authorize payment for work completed; track invoices and submit reimbursement paperwork when applicable.
- Participate in the water and sewer rate setting process in coordination with the DPW Director and other members of the Water and Sewer Advisory Committee.
- Serve as the city's liaison to various local and regional committees related to public infrastructure and other State and federal agencies; participate in various technical and administrative meetings; make presentations.
- Ensure compliance with drinking water, wastewater, and storm water regulations from EPA, MassDEP, MWRA, and any other state and federal regulatory authorities; prepare and submit associated compliance reports.
- Prepare reports and compile data; oversee accuracy and availability of department's records and reports.
- Prepare and submit grant applications, reimbursement paperwork for grants, loans, and other programs, including MWRA infrastructure grants/loans, Chapter 90, Complete Streets, FEMA grants, and any other required paperwork.

- Maintain current knowledge of labor union contracts, city ordinances and state statutes, procurement law and grant regulations to ensure compliance; utilize available resources in city and state government to fulfill program goals and objectives.
- Review and make recommendations regarding proposals and requests for connections or expansions to the City's water, sewer and drain systems; conduct inspections, approve installations and establish and maintain permanent records.
- Coordinate with municipal and/or contract forces in implementing roadway, water, sewer, drainage and other infrastructure projects; administer the technical development of various programs undertaken by professional consultants; compile data required for reporting; coordinate, assist, and monitor the work of all consultants engaged by the Public Works Department and other consultants engaged by the City at the Director of Public Works' request.
- Attend meetings of boards and commissions as required and attend other evening meetings as directed by the Director of Public Works. Prepare and present appropriate technical data, reports and studies and provide other information as requested. Propose and present infrastructure projects, updates, and funding authorizations to the City Council as needed, under the direction of the DPW Director.
- Oversee the updates and maintenance of the City's Geographic Information Systems infrastructure layers.
- Develop as-built plans and tie card updates, and GPS newly installed features, to keep infrastructure records up-to-date.
- Provide technical guidance to the Melrose Traffic Commission, including updating the Melrose Traffic Code.
- Assist the City in achieving its sustainability and other environmental and resiliency goals.
- Receive citizen reports of complaints of defects and/or hazards, conduct inspections of same, initiate written work orders and schedule repairs. Respond sensitively and constructively to citizen complaints; provide customer service with tact, courtesy, sensitivity and discretion in all dealings with internal and external customers.
- Assist the public as needed: provide information and permits and provide other services normally associated in a public works environment. Issue permits and collect fees as authorized by the City.
- Assist the Department in the procurement of material, equipment and services in accordance with applicable state laws and guidelines.
- Oversee weekly payroll of the Engineering Division and manage distribution of accrued time use.
- Act in the capacity of the City's Arborist in the absence of one.
- Conduct performance reviews of all Engineering Division staff.
- Administer or assist with special projects and programs and other work within the Department as assigned by the Director of Public Works.
- Assist with Emergency Management at the direction of the Director; required to be on 24-hour call to address any project and infrastructure related issues and emergency situations.

Personal Characteristics:

This position requires an energetic, pro-active professional who is flexible, can accommodate standard construction schedules, and can effectively communicate both orally and in writing. The City Engineer is a seasoned manager who has the energy, flexibility and foresight to excel in a hectic environment while adapting to change. The successful candidate will effectively manage in-house staff and outside consultants, communicate with tact and diplomacy with constituents, elected officials, other City staff, boards and commissions, businesses, and state and federal agencies, maintaining positive public relations. The right candidate is not afraid to wear many hats, likes the challenge of working outside of his/her skillset, and handles changing demands with confidence and professionalism.

Education and Experience:

- Massachusetts Professional Engineer Registration required.
- Bachelor's Degree in Civil Engineering or related field; 8 years of progressively responsible experience and a minimum of 3 years of municipal experience or experience working with the municipal sector in some or

all of the following areas: municipal engineering and roadway design and construction inspection; design and construction of water, sewer and drainage utilities; working knowledge of traffic engineering principals, site design for private developments, and demonstrated experience as a manager of engineering staff, projects, and budgets.

- Thorough knowledge of civil engineering principals and the materials, methods, practices and equipment used in the survey, design, construction, maintenance and repair of roadways and water, sewer and drainage systems.
- Knowledge of Microsoft Office programs, AutoCAD, ESRI GIS software, and survey/GPS equipment. Knowledge of Munis is a plus.
- Current & valid Massachusetts driver's license with a responsible driving record.
- An ability to pass a Criminal Offender Record Information (CORI) check.
- Knowledge in public procurement policy; procurement certificate classes preferred.
- Excellent written and oral communication skills and meticulous attention to detail.
- Demonstrated ability to work effectively with diverse constituencies and ensure a culturally relevant and sensitive approach.
- The department values adaptability, diverse perspective and the ability to collaborate and appreciate other's viewpoints.
- Excellent interpersonal skills and customer service orientation, demonstrated experience providing customer service to co-workers and residents, and the public using tact, proper judgment, courtesy, respect and discretion.

Physical Demands: The employee must hear, feel and talk; have close, distance, and peripheral vision, ability to adjust focus and depth perception; sit, stand, walk, reach with hands and arms; stoop, crouch, twist. The employee will work in variable weather and traffic conditions and other potentially hazardous circumstances and is required to observe proper safety precautions. This position is subject to stressful situations and demands associated with meeting project deadlines and responding to emergencies.