



# CITY OF NEWPORT, RHODE ISLAND

## CAREER OPPORTUNITY

<b>Position Title:</b>	<b>ASSISTANT CITY ENGINEER</b>
<b>Posting Date:</b>	Monday, May 7, 2018
<b>Closing Date:</b>	Monday, May 21, 2018
<b>Department:</b>	Public Services
<b>Brief Job Description:</b> <i>(essential functions of the job)</i>	<ul style="list-style-type: none"> <li>◆ Assists with identifying &amp; providing for the implementation of new capital &amp; maintenance/reconstruction projects.</li> <li>◆ Participates in the review of engineering plans for various civil engineering projects.</li> <li>◆ Participates in the preparation of project plans, specifications, bid documents, &amp; as-built drawings using computer aided design tools &amp; other methods.</li> <li>◆ Coordinates with other city departments, outside vendors &amp; contractors, state &amp; federal regulatory agencies &amp; the general public.</li> <li>◆ Assists with administration of departmental permitting programs.</li> <li>◆ Assists in development of city ordinances in accordance with department responsibilities.</li> <li>◆ Assists with planning, designing &amp; inspecting a variety of civil engineering related projects.</li> <li>◆ Assists with preparing requests for proposals for professional services.</li> <li>◆ Prepares cost estimates for engineering projects.</li> <li>◆ Assists with investigation of traffic related requests.</li> <li>◆ Provides engineering support to the Department to ensure that construction projects within the City rights of way are designed in accordance with applicable City ordinances/standards.</li> <li>◆ Prepares excavation &amp; obstruction permits &amp; provides information such as vertical &amp; horizontal controls, utility (water &amp; sewer) drawings.</li> <li>◆ Assists linear &amp; topographical field surveys of municipal engineering projects; creates construction plans based on field survey &amp; survey notes; estimates construction progress; makes inspections of contract construction work &amp; subdivision construction.</li> <li>◆ Prepares plans &amp; work drawings; assists in overseeing construction projects, &amp; providing quality assurance of engineering elements of City projects.</li> <li>◆ Operates automated CADD &amp; GIS program, &amp; other computer programs to input or extract information.</li> <li>◆ Maintains &amp; updates records, database, &amp; files of information for the department.</li> <li>◆ Issues new house numbers; makes copies of plans for the Tax Assessor &amp; City Clerk.</li> <li>◆ Responsible for overseeing the work of contractors in accordance with bid specifications.</li> <li>◆ Inspects roadway excavations for compliance with issued permits.</li> </ul>

<b>Minimum Entrance Qualifications:</b>	<ul style="list-style-type: none"> <li>◆ Position requires a College Degree in Civil Engineering or related field, and at least three (3) years of related experience in construction and/or engineering, with a preference in municipal or public works related experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.</li> <li>◆ Knowledge of transportation engineering and familiarity with Manual of Uniform Traffic Control Devices (MUTCD); working knowledge of computers and ability to use desktop programs and possess skills to be proficient with AutoCAD and GIS initiatives.</li> <li>◆ Ability to perform engineering computations and to prepare and review engineering plans and specification with minimal supervision; ability to express ideas effectively, both orally and in writing and to assist with the preparation of technical documents; ability to read and understand technical and engineering plans while being able to explain them to all persons; ability to deal effectively, tactfully and professionally with the public in the enforcement of city ordinances and regulations and ability to establish and maintain effective working relationships with City officials, co-workers and the general public; ability to act independently and to exercise discretion in choosing a course of action; ability to work in a team environment; ability to prepare reports, maintain records and prepare correspondences as required or assigned; ability to perform engineering design and calculations by hand and computer.</li> </ul>
<b>Licenses/Certifications:</b>	<ul style="list-style-type: none"> <li>◆ Must have a valid motor vehicle operator's license.</li> <li>◆ Valid Engineer-in-Training (EIT) certificate from the State of Rhode Island or eligible to become one within 12 months of hire.</li> <li>◆ Professional Engineer's license preferred.</li> </ul>
<b>Pay &amp; Hours Per Week</b> AFSCME Grade: U06 Minimum Hrly Salary: \$24.12 Maximum Hrly Salary: \$28.80 Hours per week: 40	<b>Submit resume and completed application to:</b> Michael J. Coury, Director of Human Resources Office of Human Resources City Hall – 43 Broadway Newport, Rhode Island 02840
<p><b><i>An Equal Opportunity &amp; Affirmative Action Employer</i></b></p> <p>APPLICATIONS ARE ACCEPTED DURING THE POSTING PERIOD INDICATED OR AS THE NEED EXISTS FOR THE POSITION CURRENTLY VACANT. APPLICATIONS ARE AVAILABLE IN THE HUMAN RESOURCES OFFICE &amp; ALSO ON THE INTERNET WHERE IT CAN BE DOWNLOADED &amp; PRINTED. THE CITY RESERVES THE RIGHT TO NOT CONSIDER APPLICATIONS THAT ARE RECEIVED UNSIGNED, INCOMPLETE, OR POST-MARKED AFTER THE CLOSING DATE.</p> <p><b><u><a href="http://www.cityofnewport.com">www.cityofnewport.com</a></u></b></p> <p><b><i>Tel: (401) 845-5444</i></b>  <b><i>Fax (401) 845-9364</i></b></p>	