



CITY OF WALTHAM MASSACHUSETTS

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Kristin Murphy
Human Resources Director
Workers' Compensation Agent

Assistant City Engineer City of Waltham Engineering Department

Job Responsibilities: The purpose of this position is to perform professional, administrative, and supervisory civil engineering work relating to the design, construction, and maintenance of City engineering projects. Provides professional engineering advice to City boards/commissions. Assists the City Engineer in the day-to-day management and operation of the department. This is achieved by planning the work of and scheduling department staff, assists the City Engineer in administering the department budget, monitoring the progress of projects, resolving scheduling issues, and other administrative tasks. An Assistant City Engineer is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control. Responsible for the review of all Board of Survey and Planning plans presented for approval to the board including street design, subdivision layouts, and utility design. Prepares written reports to the Board of Survey and Planning. Prepares recommendations for changes to the subdivision rules and regulations. Reviews all zoning plans, Special Permit plans, and site plans for the Waltham City Council. Prepares written reports to the City Council on all projects as the adequacy of design. Performs field inspections and site views with the City Engineer on City projects being done by department staff and projects under the Board of Survey and Planning. Represents the City in meetings and site reviews with consultants and contractors. Sets up meetings and attends meetings alone or with other City officials for planning purposes. Files reports with consultants as to work that must be done. Reviews infiltration and inflow, infiltration and inflow mitigation fee applications in accordance with city ordinance and Engineering Dept. policy and makes recommendations to City Engineer. *Sec 16-32. Reviews all permit plan (plot plans and Board of Survey plans) before proceeding to other departments for permits. Performs similar or related work as required, directed or as situation dictates. Full job description available in Human Resources.

Qualifications: Bachelor's degree in civil engineering; more than five years of civil engineering experience, preferably in a municipal setting; experience in a supervisory role; or any equivalent combination of education and experience. A valid motor vehicle operator's license is required. Registered as a Professional Land Surveyor required. Must successfully pass a pre-employment physical with drug and alcohol screening, a background check and Criminal Offenders Record Information (CORI).

Salary: \$88,084.00 includes excellent benefits

Deadline to apply: Open until filled

Qualified candidates must submit a City of Waltham application, letter of intent, resume and three signed written letters of reference to:

City of Waltham
Human Resources Department
119 School St.
Waltham, MA. 02451
mgullotti@city.waltham.ma.us
Req. 2019-13