

# BRAINTREE HUMAN RESOURCES DEPARTMENT



Charles C. Kokoros, Mayor

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Resources Generalist  
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## **JOB POSTING**

JOB TITLE: Engineering Manager  
UNION: BPMA  
LOCATION: 85 Quincy Avenue  
DATE AVAILABLE: Immediately  
SALARY: M20 – \$94,779.61 – \$112,958.41

### QUALIFICATIONS:

Bachelor's Degree in civil engineering or a related field required; five (5) years of design and construction experience in public works projects, preferably in the municipal field required; Minimum of three to five years of traffic engineering experience required; Certified as an Engineer in Training or Licensed as a Registered Professional Engineer preferred. Valid Massachusetts motor vehicle operator's license.

### RESPONSIBILITIES:

Please see attached job description for complete details.

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POSTING DATES: July 20, 2022 – until filled

Applicants may submit a cover letter and resume to the following address:

Human Resources Department

One JFK Memorial Drive, Braintree, MA 02184 Telephone: 781-794-8260 Fax: 781-794-8269

Town of Braintree  
1 JFK Memorial Drive  
Braintree, MA 02184

or e-mail to: [kshanley@braintreema.gov](mailto:kshanley@braintreema.gov)

Date Approved: 9/4/2020

Grade: M-20

Union: B.P.M.A.

Apptg. Authority: DPW

Director

### **ENGINEERING MANAGER**

#### **NATURE OF WORK:**

Professional and technical engineering work in the field and office which includes design, estimating, bid preparation, and construction inspection and related drafting, engineering computation of public works projects and traffic studies; all other related work, as required.

#### **SUPERVISION:**

Works under the general direction of the Assistant Director of Public Works - Engineering. Performs highly responsible work, requiring the exercise of independent judgment in the planning, direction, and control of the engineering projects. Supervises all engineering staff including, contract staff, consultants and interns.

#### **JOB ENVIRONMENT:**

Work is performed both indoors, under typical office conditions, and in the field on project sites, with exposure to variable weather conditions, loud noises, and hazards associated with construction sites, such as proximity to moving mechanical parts and heavy equipment, fumes or airborne particles and heavy roadway traffic. Workload is subject to seasonal fluctuations. The employee may be required to work outside normal business hours or weekends to attend meetings or to respond to a construction-related emergency situation.

Operates office computer and standard office equipment; operates an automobile.

Makes contact with other town officials, local State and federal agencies, engineers, attorneys, architects, suppliers and sales people, and the general public.

Errors may result in delay or loss of service, monetary loss, and legal repercussions.

**ESSENTIAL FUNCTIONS:**

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Duties are not necessarily in order of importance or frequency of performance.)*

- Performs complex and responsible engineering, drafting, and surveying functions requiring the exercise of independent judgment in setting priorities, in allocating resources and assigning subordinates to projects, and in choosing between several alternative approaches, or in the use of proper technical methods for specific engineering issues or problems.
- Works closely with the Assistant Director of Public Works - Engineering and assists with the Town Engineer duties as much as is possible.
- Surveys, makes calculations and prepares plans for acceptance of public ways and acquisition of easements and other interests in land, including researching title records of property ownership.
- Surveys and plots existing site details for proposed design work related to drainage, water and sewer systems and roadway improvements.
- Surveys, computes and plots site features in conjunction with major roadway or intersection improvements to supplement design work performed by consulting engineers under service contract; coordinates work between the town and consultants.
- Plans, designs, and prepares cost estimates and supervises the construction of municipal public works engineering projects, such as streets, drainage projects, bridges, sewers and water mains. Inspects construction projects to ensure compliance with plans and specifications and with codes and bylaws of the

town; recommends corrective course of action to remedy noncompliance.

- Inspects public facilities to survey condition; maintains a detailed inventory of the condition of public streets and ways; makes preliminary surveys for potential construction projects, and estimates probable costs; assists the Assistant Director of Public Works -Engineering in developing a capital outlay program for replacement or reconstruction of public facilities.
- Conduct traffic studies including speed studies, pedestrian, and bicycle counts; turning movement counts; manual classification counts; crash analyses, and other data collection efforts as required to support said studies and roadway design projects.
- Perform traffic engineering and traffic planning studies aimed at improving safety, mobility, access, and operations within the Town, with a focus on implementing Complete Streets principles.
- Assist with the Traffic Advisory and Safety Committee (TASC) meetings in setting up meetings, preparing agendas, overseeing items, responses, implementation, etc.
- Supplies data to private developers regarding public works and inspects proposed subdivision sites in order to assist the Assistant Director of Public Works - Engineering in evaluating how the proposed project will affect the public works facilities of the town.
- Maintains records and updates official town maps. Updates assessors' maps and records to reflect changes in property lines from subdivision of land or creation of new lots on existing ways.
- Instructs and directs the activities of subordinate employees engaged in surveying, inspecting, drafting/computer aided design or calculating engineering projects, as well as general office or field routine.
- Provides technical support to other Town departments, including School Department, Library and Recreation &

Community events, on engineering aspects of capital projects.

- Provides engineering information and general assistance over the counter or through telephone inquiries to representatives of utility companies, private engineers and architects, developers, lawyers, and the general public.
- May provide functional supervision of town employees from other departments on construction projects.
- Operates surveying equipment, standard office equipment and an automobile.
- Frequent contact with the general public and regular contact with other town departments, contractors, and utility companies. Contacts are generally by telephone, e-mail or in person.
- Maintains confidential records, such as personnel files and bid documents.
- Assists the Assistant Director of Public Works - Engineering in the development of long range planned improvements to the water and sewer systems. Coordinates water and sewer related infrastructure improvements through the creation of estimates for proposed water and sewer improvements. Creates construction documents to be used in the implementation of water and sewer improvements. Finally provides supervision and oversight of water and sewer improvement projects.
- Directs contract employees in the update and maintenance of the Town G.I.S. Mapping System.
- Assists the Assistant Director of Public Works - Engineering in the development, maintenance and oversight of a town wide inflow and infiltration relating to Town's water and sewer system.
- Performs similar or related work, as required, or as situation dictates.
- Regular and predictable attendance.

## **KNOWLEDGE, SKILLS AND ABILITY:**

**Knowledge:** Considerable knowledge of the principles and practices of civil engineering as they relate to public works projects. Knowledge of land surveying techniques and related engineering record requirements and computation practices. General knowledge of public works projects, materials used and standard construction practices, including safety procedures, industry standards, and legal requirements and practices of public bidding. Knowledge of project budget management. Knowledge of, and ability to use, survey equipment and computers including but not limited to drafting, computer aided design, mathematics, word processing and financial management.

**Skills:** Good written and verbal communication skills. Skill required in supervising and motivating employees. Initiative and ingenuity in finding solutions to problems. Skill in drafting and mathematics. Customer service and human relations skills.

**Ability:** Ability to plan, assign and supervise the work of a group of employees performing varied functions. Ability to operate surveying equipment and drafting instruments. Ability to lay out construction projects. Ability to design infrastructure improvements. Ability to do drafting work from survey notes to recordable construction plans. Ability to keep accurate and detailed notes and records. Ability to read and interpret plans, specifications, and codes and other engineering instruction documents. Ability to perform complex survey calculations, including balancing traverses. Ability to analyze and identify project problems and find solutions. Ability to working with town officials, other departments, State agencies, the general public, consultants, vendors and contractors. Ability to maintain a project and operating budget. Ability to read routine and complex documents, detailed plans and operate a computer and general office software. Ability to operate an automobile.

## **REQUIRED QUALIFICATIONS:**

Bachelor's Degree in civil engineering or a related field required; five (5) years of design and construction experience in public works projects, preferably in the municipal field required; Minimum of three to five years of

traffic engineering experience required; Certified as an Engineer in Training or Licensed as a Registered Professional Engineer preferred. Valid Massachusetts motor vehicle operator's license.

**PHYSICAL REQUIREMENTS:**

Position requires the ability to operate a computer including excel spreadsheet expertise and all other standard office equipment. The employee is occasionally required to lift and move heavy boxes and equipment of up to 60 pounds. The employee is required to use hands to finger, handle, or feel objects, tools, or controls, and reach with hands and arms. The employee is frequently required to sit, talk and hear. When required to be in the field, physical requirements increase and position may require work in varied weather and emergency conditions.