

Town of Franklin

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OFFICE OF HUMAN RESOURCES

JOB POSTING NOTICE

POSITION: Assistant Town Engineer
DEPARTMENT: Franklin Department of Public Works (DPW)
POSTED: September 2, 2020 through September 23, 2020

The Town of Franklin is seeking an individual to serve as the Assistant Town Engineer. The Assistant Town Engineer reports to the Town Engineer and is part of the DPW Management Team.

The Engineering staff manages a range of projects to support the Department of Public Works, including designing and managing capital improvement projects and providing engineering services to other Town departments, boards and entities. Services include mapping, surveying, preparation of conceptual and final designs and bid documents, property research, cost estimating, developing charts/graphs and the review of contracts. The Assistant Town Engineer is involved in projects related to roads, subdivisions, bridges, water, sanitary and storm sewers.

The Engineering Department also provides technical reviews of all proposed/new private commercial projects and residential subdivisions and submits recommendations to the Town Council, Planning Board, Conservation Commission and Board of Appeals.

The Assistant Town Engineer works closely with the Town Engineer to perform the following duties:

- Provides excellent customer service to external and internal clients.
- Provides technical consultation to the Public Works Department, Town Council, Town Administrator, Assessors and other Municipal Boards or Commissions.
- Reviews and supervises construction, operations, and maintenance projects.
- Assists Town Engineer with developing the capital infrastructure improvement programs and budgeting.
- Provides technical assistance in establishing standards for capital improvements; works with GIS staff to develop and maintain maps and engineering records.
- Assists in supervising capital improvements including but not limited to surveys, roads, sewers, water, bridges, drains, playgrounds and solid waste disposal areas.
- Prepares and designs engineering plans, specifications and cost estimates.
- Reviews bid documentation in partnership with the Procurement Officer.
- Manages the public construction plans and inspects construction work in subdivision to assure conformance to the Planning Board requirements and "as-builts"; certifies conformance.

- Plans and directs contract construction and inspections; reviews and makes recommendations regarding major construction proposals; works closely with other Town agencies; lays out and follows-up on Public Works' projects.
- Acts as technical advisor and attends meetings of various Town boards, commissions and committees in the absence of the Town Engineer or as required.
- Participates in winter operations, including snow removal, if appropriate.
- Provides layout, estimates and engineering data to various Town agencies, representatives of public utilities, engineers, architects, developers, lawyers and the general public. Deals with the general public and contractors regarding various subjects relating to construction, surveying, water problems, engineering projects, etc.
- Performs other related responsibilities as assigned by the Town Engineer or Director as part of the Public Works Department team.

The Assistant Town Engineer must hold the Engineer-in-Training Certification, but a Professional Engineer (PE) license is preferred.

The ideal candidate will also have:

- Previous municipal experience
- Bachelor's Degree in Civil Engineering with 5 years of related experience
OR
Associates Degree in Civil Engineering with 6-10 years of related experience

The Assistant Town Engineer must have a valid driver's license.

Salary:

The full salary range for this position in Fiscal Year 2021 is \$77,210 to \$104,446. We anticipate hiring candidates at a salary between \$77,500 and \$95,000.

Application Process:

Please submit a resume and cover letter in a single PDF document to apply@franklinma.gov. Please put "Assistant Town Engineer" in the subject line.

Resumes must be received by September 23, 2020.

The selected candidate will be required to successfully complete a background investigation and a pre-employment physical exam including a drug test.