



Town of Mansfield

6 Park Row, Mansfield, Massachusetts 02048

JOB POSTING **Engineer Grade II**

UNION AFFILIATION: Non-Supervisory **ANNUAL SALARY RANGE:** \$68,946.19 - \$81,869.80

Hours: 37.5/week (full-time)

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES: The Engineer Grade II is appointed by the Director of Public Works. The Engineer is responsible for performing various technical and administrative tasks with initiative and independence. This position will provide field support for water, roadways, sewer, drainage and other municipal projects, with technical competence and compliance with current codes and criteria. This position may serve as a Project Manager on projects as assigned. This position is subject to the personnel regulations of the Town and any applicable collective bargaining agreements.

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.

- Reviews water and sewer connection permit applications and road opening permits for Engineering and Water Division approvals.
- Provides construction inspections for water and sewer installations, water and sewer connections and road construction work and maintains detailed field reports.
- Reviews private development plans for subdivision or site plan for compliance with codes, regulations and standards.
- Assists with the implementation of the Town's Stormwater Management Plan.
- Assists in the preparation of, or develops engineering plans, design calculations and specifications for utility or roadwork utilizing Auto CAD and the Town's GIS program.
- Prepares the advertising for bids, reviews bids, and makes necessary recommendations for contract award based on selection criteria.
- Assists in the layout for construction of various municipal projects involving utilities or site grading.
- Assists in the maintenance of the water and sewer infrastructure.
- Oversees assigned projects to ensure Contractor compliance with time, budget and project specifications.
- Responds to the public or other inquiries relative to engineering policies and procedures in a positive manner.

Licenses/Certificates: Must possess a valid state driver's license, or have the ability to obtain one prior to employment.

Police Background Check and CORI: Must be able to pass a Police Background Check and CORI prior to employment and every year thereafter while employed by the Town.

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Knowledge/Abilities/Skills/Experience:

Minimum five (5) years full time experience.

Must have significant knowledge of municipal infrastructure design and construction methods; including permitting, specifications, public bidding and construction administration. Knowledge of CAD and GIS is highly desirable.

Must demonstrate a general knowledge and interest of the water and wastewater distribution and collection systems.

Must have considerable skill in operating computer equipment, engineering software, and survey equipment.

Must have ability to communicate effectively, orally and in writing with employees, consultants, government agency representatives, town officials, and the general public.

Must have ability to conduct necessary research, evaluate options, prepare recommendations, and create reports.

Working Conditions: The physical demands described here are representative of those that must be met by any employee to successfully perform the essential functions of his job. While performing the duties of this job, the employee is regularly required to use hands and fingers to handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee is frequently required to stand, kneel, walk, talk or listen. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch or crawl, and to have a sense of smell. The employee must frequently lift and/or move up to 30 pounds and occasionally lift and/or move up to 80 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee occasionally works in various outside weather conditions. The employee occasionally works near moving mechanical parts and in high precarious places using appropriate safety equipment and procedures. The employee may occasionally be exposed to wet and/or humid conditions, fumes or airborne particles, vehicular traffic, toxic or caustic chemicals, risk of electrical shock, and vibration. Appropriate safety precautions should be used to protect self and other employees from any danger. The noise level in the work environment is usually moderate.

Special Conditions:

All safety requirements will be met at all times.

A Town of Mansfield issued picture identification card is to be carried at all times.

Must be available for emergencies.

Submit application resume to humanresources@mansfieldma.com. If submitting resumes or application in person, please submit directly to Nancy Griffin, Executive Assistant in the Town Manager's Office. This position will remain open until filled.