



Assistant Town Engineer

Class Code:
ASSTTOWNENG

TOWN OF NEEDHAM
Established Date: Apr 20, 2022
Revision Date: Apr 20, 2022

SALARY RANGE

\$74,977.50 - \$98,631.00 Annually

CLASS CONCEPT:

The Town of Needham is seeking a qualified individual for the position of **Assistant Town Engineer**. Under the general direction of the Town Engineer, performs a variety of professional engineering responsibilities in support of department operations and activities.

CON #22023

EXAMPLES OF DUTIES:

- Design a variety of Public Works projects using manual and computerized techniques, including sewer and drain installations, streets, parking lots and other projects at request of Town Engineer
- Calculate and levy assessment for sewer and street projects and record as required at Registry of Deeds or Land Court
- Prepare project plans, specifications, and cost estimates
- Manage bid process
- Review and comment on subdivision proposals to ensure compliance with applicable Town, state and federal by-laws, rules and regulations
- Participate in site plan review process and in reviewing new zoning regulations
- Calculate bond and surety amounts for subdivision release of lots
- Prepare and oversee procedures related to street acceptance, land and easement takings
- Meet with applicants regarding submissions before the Planning Board, Conservation Commission and similar Town authorities
- Help with the management of the Town's the Stormwater NPDES permit
- Provide advice and consultation to applicants

- Attend public hearings to present technical information and to respond to citizen inquiries, requests, and complaints
- Maintain knowledge of new federal, state, and local regulations and mandates and assist in developing engineering-related responses and solutions
- Maintain current knowledge of profession through peer association, attendance at seminars, meetings, etc.

TYPICAL QUALIFICATIONS:

- Bachelor's Degree in civil engineering or equal.
- Engineer In Training within 1-year of hire, Professional Engineer licensed preferred.
- Four (4) to six (6) years of public works engineering experience; or equal private engineering experience that includes broad knowledge of public works and municipal functions.
- Computer skills

SUPPLEMENTAL INFORMATION:

Submission of a cover letter and resume is needed.