

Town of Oxford	Position/Title:	Department:	Date:
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Position Specific Duties:

Under the direct supervision of the Department of Public Works (DPW) Director and through individual initiative is generally responsible for leading and managing all aspects of project design and construction, project review, and general engineering functions within the DPW. Position shall also support all other Departments within the Town. The Civil Engineer shall undertake assigned duties in a thorough, efficient, and professionally competent and courteous manner.

Essential Functions

- Lead and manage all aspects related to roadways, utilities, parks, public buildings, and cemetery infrastructure programs including planning, technical design, specifications, cost estimation, construction management, inspection, and closeout.
- Coordinate and manage municipal and/or contract forces in implementing roadway, water, sewer, drainage, parks, public buildings, cemeteries, and other infrastructure projects.
- Administer the technical development of various programs undertaken by professional consultants.
- Maintain the Town's annual roadway and rehabilitation maintenance program including computer modeling of pavement condition.
- Coordinate and manage the state reimbursement programs (Chapter 90) and ensure timely project requests and reimbursements.
- Establish, administer, maintain, and coordinate all aspects of the Road Opening, Driveway, and Stormwater Management Permitting systems including field inspections and data entry.
- Establish, administer, maintain, and coordinate all aspects of the Sewer Connection and Drainlayer permitting systems including field inspections and data entry.
- Perform review of permits and applications to the Planning Board and Conservation Commission and all other Boards, Commissions, and Committees as applicable.
- Establish, administer, maintain, and coordinate all aspects of the Town's NPDES MS4 General Permit obligations in conjunction with the Conservation Agent, DPW Director or other.
- Assist in providing information and presentations at frequent evening meetings.
- Provide service in excess of eight (8) hours per day and forty (40) hours per week during times of emergency and project need.
- Provide significant knowledge and competence in the operation of AutoCAD software.
- Provide significant knowledge and competence in the operation of ARC GIS software.
- Provide field water quality analysis for stormwater management.
- Compile data and complete reports as needed.
- Work independently and exercise considerable personal judgment.
- Assist all Town Departments, residents and businesses relative to the public works and engineering function.
- Serve as a resource for all planning, development, and engineering related questions.
- Assist in clerical duties as needed.
- Perform all other duties as assigned.

Basic Knowledge

- Thorough knowledge of civil engineering principals and the materials, methods, practices and equipment used in the design, construction, inspection, maintenance, and repair of roadways, water, sewer, drainage, parks, public buildings, and cemeteries.
- Thorough knowledge of Microsoft Office programs, AutoCAD, and ARC GIS.
- Thorough knowledge of municipal Board meetings, Town By-Laws and the issuance and inspection of permits within the DPW, Conservation Commission, and Land Management Office.

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- Thorough knowledge in public procurement policy.
- Thorough knowledge of Microsoft Office products such as Word, Excel, and Access.
- Current and valid Massachusetts Driver's license with a responsible driving record.
- Ability to multi-task in a fast paced environment.
- Ability to pass a CORI check.
- Excellent written and oral communication skills and meticulous attention to detail.
- Demonstrated experience in providing customer service to co-workers and residents with tact, courtesy, sensitivity, and direction.
- Ability to work constructively with consultants, vendors, Town Boards, Commissions, Committees, Town officials, and the general public.

Education/Experience

- Bachelor's Degree in civil engineering or related discipline required.
- 5 + years experience and proven proficiency in engineering design, project management, and construction inspection is required.
- 5 + years experience and proven proficiency working with Microsoft Office, AutoCAD, HydroCAD, and GIS is required.
- Engineer-in-Training required. Massachusetts PE preferred.

Independent Action

Under general supervision, function independently within a broad scope of established guidelines and department procedures to complete necessary tasks in a timely manner. Questions and problems lacking clear precedent or requiring interpretation of laws, by-laws, or rules and regulations are to be directed to the DPW Director.

Physical Requirements:

Required to sit, bend, kneel, reach and squat frequently throughout the work shift. Frequent movement in and out of equipment and vehicles. Required to hear, feel, and speak. May be required to work shifts greater than 8 hours. Light to moderate physical effort is required when conducting inspections. Must be able to climb stairs and to enter uneven terrain. Ability to use and wear personal protective equipment and clothing such as hearing protection, eye protection, foot and hand protection and respiratory protection.

Job Environment

The majority of the work is performed in typical office conditions. Work responsibilities are variable with periods of extreme activity and stressful situations with project deadlines and/or responding to emergencies and may require working more than eight (8) hours per day and more than forty (40) hours per week. Work is often fast-paced and high-pressured. Some exposure to rain, sun and cold weather with intermittent exposure to adverse weather conditions. Works under field conditions with unavoidable exposure to bad weather and a variety of hazardous conditions such as dust, fumes, dangerous road conditions, etc. Requires frequent communication with consultants, vendors, Town Boards, Commissions, Committees, Town officials, and the general public. Communication is by means of telephone, in-person discussion and in writing.

Supervisory Responsibility

- Senior Civil Engineer supervises the Civil Engineer.
- May supervise DPW work crews and contract work crews as needed

FLSA Exempt