

40 Hours	Civil Engineer		
Direct Report	Town Engineer or Designee	Grade	6 \$31.67 - \$34.57 per hour or \$65,873.60 - \$71,905.60 annually expected hiring range
Department	Public Works	FLSA	Non-Exempt
Division	Engineering	Bargaining Unit	AFSCME Local 1703
Date	December 2018	Location	Town Hall

Summary

Performs complex engineering work in the provision of office and engineering support and field engineering support for environmental, water, sewer, roads, and other Public Works projects and programs ensuring technical competence and compliance with all current codes and criteria; serves as a Project Manager. This position is governed under the Town of Reading Department of Public Works Engineers Union.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Reviews private project development plans for compliance with codes, regulations, and standards, adequacy of applications for permits and compliance with approved plans.
2. Assists in the development or update of the Town Transportation Improvement Program (TIP), Storm water Management Program, National Pollutant Discharge Elimination System (NPDES) Phase II MS4 Permit, Comprehensive Sewer Plan, Comprehensive Water Plan, the Capital Improvement Program, and other plans involving the municipal infrastructure.
3. Determines applicable codes, regulations, and requirements for assigned projects.
4. Coordinates the preparation of, or develops, engineering plans and specifications, coordinates required advertising for bids, reviews construction bids and makes necessary recommendations based on lowest and best bids, competency of vendors and consultants, and the selection criteria.
5. Provides project management for the construction of the municipal public works projects. Oversees assigned projects to ensure contractor compliance with time and budget parameters for the project.
6. Coordinates the preparation of, or develops, reviews and updates the sanitary sewer, water, storm drainage, and street system maps, databases, comprehensive plans, and Geographic Information System (GIS).
7. Maintains the engineering library and infrastructure records.
8. Maintains and updates Town subdivision and public works standards. Assures as-built records of projects, and documents necessary changes for the operation and maintenance programs.
9. Responds to public or other inquiries relative to engineering procedures on specific projects and other information.
10. Reviews utility permits, street use permits, franchise utility permits, etc.

11. Maintains regular contact with consulting engineers, construction project engineers, Town, County, State and Federal agencies, professional and technical groups and the general public regarding division activities and services.
12. Assists in the evaluation of transportation and traffic impacts of development proposals, permits, rezones, plats, etc.
13. Prepares traffic, utility and other studies and reports.
14. Provides intersection signal and channelization design, and traffic signal maintenance.
15. Develops and maintains a pavement management system.

Minimum Qualifications

1. Graduation from a college or university with a Bachelor of Science (B.S.) degree in civil engineering or a closely related program;
2. Minimum of four years previous professional civil engineering public works related experience;
3. Registration as an Engineer in Training (EIT) required.

Special Requirements

1. Must possess a valid State driver's license or have the ability to obtain one prior to employment;
2. Must be physically capable of moving about on construction work sites and under adverse field conditions.

Applicant should be able to meet the requirements of the position as outlined in the attached Position Descriptions for Civil Engineer. Applicant should state education, training and experience which he/she feels has provided him/her with the required knowledge, skills and abilities to perform the duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Applications will be accepted in the Human Resources Office, 16 Lowell Street, Reading, MA 01867 and online at www.readingma.gov until filled.

A full Job Description is available upon request
Judith Perkins
Human Resources Director
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