

PLEASE POST

TOWN OF SALEM

May 24, 2019

Municipal Services Department

ENGINEER

SPAA UNION

Hiring Range: \$60,701-\$64,523

The full scope of responsibilities associated with this position is outlined in the attached job description. Applicants **must** submit a current resume or application to:

*Town of Salem
Human Resources Department
33 Geremonty Drive
Salem, NH 03079*

EOE

**APPLICATION REVIEW COMMENCES ON JUNE 17, 2019
POSITION OPEN UNTIL FILLED**

PLEASE POST

JOB TITLE: ENGINEER

ASSIGNMENT: Municipal Services Department - Engineering Division, Engineer

SUMMARY: This is a non-supervisory level position. Under the administrative direction of the Deputy Director of Engineering, the Engineer serves as an internal staff resource for engineering activities and performs a variety of engineering and technical functions.

ACCOUNTABILITY: Reports directly to and is accountable to the Deputy Director Engineering Division. This position is part of the Salem Public Administrators Association (SPAA) union.

DUTIES AND RESPONSIBILITIES:

(The following is illustrative of the duties and responsibilities associated with the position, and is not intended to be all-inclusive.)

- Assists in all technical and administrative tasks involving the Engineering Division relative to the issuance of permits, inspection of construction improvements, permit closeout, and record keeping (typical items would include but not necessarily be limited to, proposed installation of utility connections, street openings, and curb cuts).
- Assists in technical and administrative tasks associated with the review of subdivision and site plan development proposals.
- Participates in the planning, design, specification writing, estimating, and public outreach associated with the development of capital project proposals, including but not necessarily limited to, sewer and water facilities, storm drainage, bridges, roads and buildings.
- Assists in the inspection, contract administration, consultant oversight, and public outreach associated with the implementation of capital improvements.
- Participates in other elements relating to the development and implementation of engineering projects, including but not necessarily limited to, research, field survey, mapping, permitting, drafting, construction inspection, record keeping, and as-built documentation.
- Investigates inter-departmental or general public complaints and recommend corrective action as necessary to assist in resolution.
- Provides technical assistance to other Town Departments, Boards, and Committees, on issues relating to surveying, permitting, engineering, and maintenance for new development proposals.
- Assists in the maintenance of departmental record keeping and reporting procedures. Participates in the updating of the Town's Infrastructure Asset Management database and Pavement Management database.
- Assists in data collection, field inspection, record keeping, and reporting related to the Town's permitting and compliance under the New Hampshire small Municipal Separate Storm Sewer Systems (MS4) general permit.
- Works cooperatively, and coordinates division responsibilities, with Capital Projects Engineer and Senior Engineer.
- Attends meetings with Town staff, Boards, Committees, engineering firms, and governmental agencies, as needed.
- Makes website edits, posts on social media, and drafts newsletter articles as directed.
- Performs other related duties as may be required by the position.

SPECIFIC MINIMUM REQUIREMENTS FOR THE POSITION:

- Bachelor’s Degree from an accredited college or university in the field of Civil Engineering or a related field.
- Minimum of three (3) to five (5) years’ experience with increasing responsibility in a civil engineering or construction environment with direct involvement in the design and construction of municipal infrastructure.
- Engineer-in-Training (EIT) Certificate.

OTHER CONSIDERATIONS AND REQUIREMENTS:

- A strong working knowledge of the principals and practices of surveying and civil engineering as applied to the planning and construction of municipal infrastructure projects.
- Ability to work independently, make sound judgments, and deal effectively with other Town personnel, Town officials, consultants, and the general public.
- Strong organizational skills.
- Ability to communicate effectively, with strong verbal and writing skills.
- Proficiency in Microsoft Word, Microsoft Excel, and AutoCAD Civil3D required.
- Course work or hands-on experience in ArcGIS and/or VUEWorks is highly desirable.
- Working knowledge of NHDES Subsurface Disposal System requirements, Stream Crossing Rules, Alteration of Terrain, and Wetlands Regulations a plus.
- Must possess a valid driver’s license.
- Must be a positive team player who consistently exhibits a professional and courteous manner.

Job Title: Engineer	Date Submitted: 05/24/2019	Revision Date:
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JOB TITLE: ENGINEER

Physical Activity Requirements

PRIMARY PHYSICAL REQUIREMENTS

LIFT up to 10 lbs:	Regularly Required
LIFT 11 to 25 lbs:	Occasionally Required
LIFT 26 to 50 lbs:	Rarely Required
LIFT over 50 lbs:	Rarely Required

CARRY up to 10 lbs:	Regularly Required
CARRY 11 to 25 lbs:	Occasionally Required
CARRY 26 to 50 lbs:	Rarely Required
CARRY over 50 lbs:	Never Required

REACH above shoulder height:	Occasionally Required
REACH at shoulder height:	Occasionally Required
REACH below shoulder height:	Occasionally Required

PUSH/PULL:	Occasionally Required
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OTHER PHYSICAL CONSIDERATIONS

Twisting:	Regularly Required
Bending:	Regularly Required
Crawling:	Rarely Required
Squatting:	Rarely Required
Kneeling:	Occasionally Required
Crouching:	Occasionally Required
Climbing:	Rarely Required
Balancing:	Occasionally Required

WORK SURFACE(S)

Counter tops and desks	√
Flooring (various types)	√
Uneven surfaces	√
Sloped surfaces	√
Snow or icy surfaces	√
Grass/Pavement	√
Vehicle Interiors	√

HAND MANIPULATION

Grasping:	Regularly Required
Handling:	Regularly Required
Torquing:	Occasionally Required
Fingering:	Constantly Required
Controls and Equipment:	Regularly Required

Environment: Inside 40% Outside 60%

**DURING AN 8 HOUR DAY,
EMPLOYEE IS REQUIRED TO:**

	<u>Consecutive Hours</u>								<u>Total Hours</u>							
Sit	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8
Stand	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8
Walk	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8

(Percentage spent daily)