



HUMAN RESOURCES

William J. Lee Memorial Town Hall

AMY B. FORZIATI
Human Resources Manager
aforziati@wakefield.ma.us

KARIN DOUCETTE
Human Resources Coordinator
kdoucette@wakefield.ma.us

JOB POSTING

Job Title: Town Engineer
Department: Department of Public Works
Posting Date: April 20, 2018
Closing Date: May 25, 2018, 4pm
View Posting: www.wakefield.ma.us/human-resources/pages/job-opportunities
Apply Online: www.wakefield.ma.us/human-resources/webforms/job-application

The Wakefield Department of Public Works has an opening for the position of Town Engineer.

The Town of Wakefield, Massachusetts, is a vibrant community of approximately 25,000 residents and is located approximately 12 miles north of Boston. The Department consist of eleven (11) divisions, which include: Engineering, Administration, Stormwater, Highway, Parks, Forestry, Cemetery, Water, Sewer, Buildings, and Fleet. Additionally, the department is responsible for other major functions, such as: Snow & Ice operations, Refuse & Recycling, and Town wide capital plan. The Department of Public Works is a team oriented department.

This position plans, directs and supervises the overall activities of the Public Works Engineering Division. Some of the duties include: oversight and inspection of public and privately owned development projects; project reviews; overseeing town consultants and engineering firms; designing and overseeing construction of municipally owned projects; providing technical assistance to municipal departments and public works divisions; supervises construction surveys; prepares municipal design projects; prepares grant applications; coordinates and resolves right-of-way issues; develops solutions and plans for hazard mitigation projects; oversees department technical standards; reviews and assist with the preparation of construction bidding plans and specifications; prepares written reports, studies and correspondence associated with town and department functions and projects; responsible for insuring staff is well trained and functions cohesively; responsible for monitoring a number of regulatory compliance issues, and related work as required. This position interacts on a daily basis with operational functions related the eleven DPW divisions. The position attends various town board meetings, committee meetings, and public hearings as needed.

The person in this position must be self-motivated; possess excellent written and verbal communication skills; ability to organize and delegate duties to subordinates; ability to effectively communicate complex technical information to employees, officials, consultants, general public and others; maintain favorable public relations; and be a team player.

ONE LAFAYETTE STREET | WAKEFIELD, MASSACHUSETTS 01880

Phone: (781) 246-6396 | Fax: (781) 246-2400

On the web: www.wakefield.ma.us then Departments then Human Resources

The physical demands include working both indoor and outdoor environments, including construction sites which occasionally involves exposure to weather extremes, loud noise, fumes, chemicals and dust.

This position is responsible for the daily supervision of four (4) to six (6) staff and supervision of others as directed by the Director of Public Works. Works under the direction of the Director of Public Works.

Minimum Qualifications

- Minimum of Bachelor's degree in Civil Engineering. Minimum of ten (10) years of practical experience related to municipal engineering functions, minimum of five (5) years supervisory experience or equivalent training and experience.
- Must be a registered professional engineer in the state of Massachusetts
- Possess a valid driver's license
- Strong problem solving and troubleshooting ability in a variety of disciplines is necessary.
- Possess strong project management skills.
- Must possess strong computer skills. Software systems used include: excel; word; outlook; work order system; water, stormwater and other modeling systems; Scada; GIS; AutoCad; Total Station with data collector; and other public works related software (i.e. sewer pumping stations, water treatment) is necessary
- Ability to develop detailed plans and specifications related to public works bids in a variety of disciplines. Knowledge of Massachusetts bidding laws: General Laws Ch. 30B, Ch. 149, and Chapter 30, 309M, prevailing wages and other municipal laws is necessary. Strong knowledge of contract bid preparation.
- Serves in the capacity of Public Works Director when necessary.
- The salary range for this position is up to \$116,000 depending on qualifications and experience.

To be considered for this position, applicants must submit a letter of interest and resume to the office of the Director of Public Works (rstinson@wakefield.ma.us), Wakefield DPW, 1 Lafayette Street, Wakefield, MA 01880, no later than 4:00 pm on May 25, 2018.

ONE LAFAYETTE STREET | WAKEFIELD, MASSACHUSETTS 01880

Phone: (781) 246-6396 | Fax: (781) 246-2400

On the web: www.wakefield.ma.us then Departments then Human Resources