



City of Newburyport
Department of Public Services
16A Perry Way
Newburyport, MA 01950

JOB POSTING

Position: Assistant Engineer – Stormwater
Salary: \$61,000.00 to \$65,000.00
Hours: Full-time, 7am-3pm, Monday to Friday

Position Purpose:

The Department of Public Services (DPS), Engineering Division is seeking a person to provide civil engineering assistance to the City Engineer. The DPS is mainly an operational department comprised of the Water, Sewer, and Highway Operations Division. The Highway Division also manages the Public Facilities Division and the Electrical Division. The Engineering Division provides technical assistance to the DPS and other city departments for all civil engineering-related matters including, but not limited to; water, sewer, roadway, stormwater, site development, and other public works functions. The main focus of this position is to oversee the City's stormwater management system. The Engineering Division reports to the DPS Director and DPS Deputy Director.

Supervision:

Supervision received: Works under the general direction of, and provides support to, the City Engineer, and follows established Department rules, regulations, policies and procedures. However, this position requires strong leadership skills, the ability to work independently or in groups, and make sound engineering decisions.

Supervision Given: Provides direction to a junior engineer, laborer, or intern during certain work tasks.

Job Environment:

This engineer position is both an office and field position. Site inspections, surveying and general field work in all types of weather is required. The Engineering office shares space with other DPS employees and visits from the general public which results in a distracting and busy environment. Direct contact with the general public and staff requires professionalism and a focus on customer service.

The employee occasionally works near machinery, moving mechanical parts, and in precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, and similar conditions encountered at public works construction sites. This position will be required to attend applicable job safety and related courses.

Essential Functions:

(The essential functions of duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Under general direction of the City Engineer, perform the following functions:

- The primary focus of this position is to manage our NPDES MS4 General Permit stormwater compliance program, which will include administration of Annual Reporting, culvert and manhole inspections, hiring CCTV pipe inspection firms and managing the entire process of pipe inspections with traffic control and police details and uploading, reviewing videos and reports, data collection and mapping of our system, dye testing, use of Trimble® GPS devices and related software's, water quality monitoring and testing, creation and management of an illicit discharge detection and elimination program, manage the stormwater-related budget items, propose

improvements to the system, assist with the implementation of stormwater system-related Capital Improvement Projects (CIPs), coordination with DPS field crews and outside consultants and vendors, and management of our stormwater system in both GIS and AutoCAD. Will also implement the policies and procedures relating to the City Stormwater Ordinance and Stormwater Rules and Regulations.

- Lead the development of a city-wide stormwater program, which may include oversight, design and technical review. May also assist with the supervisor of construction and maintenance of the stormwater system.
- Assist the City Engineer in all aspects of engineering and in-house engineering design projects.
- Serves as Project Manager for Capital Improvement Projects: supervise, coordinate, and review engineering and construction activities included engineering design, plan preparation, cost estimates, meetings and contract administration. And finally manage construction through project completion.
- Assist in the organizing, managing and updating the City's GIS system, including performing field work to obtain existing conditions, updating the GIS datalayers and performing spatial analysis tasks, and coordinating with our GIS consultant. GIS spatial analysis experience preferred but not required.
- Perform civil engineering design functions, such as, utility plans/profile, roadway plan/profile, parking lot layouts, sewer capacity analysis, grading, drainage, and hydrologic and hydraulic analysis.
- Assist in the implementation and maintenance of DPS design and construction standards and the policy and procedures of the Water and Sewer Divisions.
- Participate in the review of various design, construction, and permitting plans that impact city infrastructure to ensure the DPS and City standards are met.
- Assist in the preparation of the DPS budget for items relating to the Engineering Division.
- Make technical engineering decisions and establish technical criteria and standards as necessary.
- Prepare a variety of reports, correspondence and special studies related to engineering functions.
- Assist the public and City Departments with a variety of inquiries and request related to public works infrastructure and provides technical information on projects.

Other Functions:

- Perform similar or related work as required or as the situation dictates.
- Performs a wide variety of critical and responsible technical functions, including complex analysis.
- Assist with the preparation of contracts for design, construction and other related services or equipment for bidding purposes; including preparing contracts, advertisements, and compiling bids.
- Assist with capital improvement project planning.
- Establishes regular communication with regulatory agencies to assure compliance with existing and new regulations.
- Provide additional professional, administrative and technical support to the DPS Director and DPS Deputy Director when requested.
- Attend and participate in various meetings and conferences as necessary and required. Attendance at meetings outside the normal 7am-3pm work day may be required, but is infrequent.
- Inspect new construction, replacement, repairs and maintenance of streets, storm sewers, sanitary sewers, utilities, and related public works projects.
- May be requested to assist other DPS Divisions with weather emergencies, special event preparation or any situation that requires additional temporary staff during unforeseen circumstances.

Minimum Required Qualifications:

Education, Training and Experience:

- Bachelor of Science or Science Technology degree in civil engineering or related field from an ABET-accredited institution required.
- One to three years of increasing responsible civil engineering design experience in utilities, roadway/highway design, stormwater management systems, sewer pumping stations and site development preferred.
- Experience in Construction Phase Services preferred, and FE/EIT preferred.
- Current MA Driver's License with no driving-related restrictions.

Knowledge, Ability and Skill:

- AutoCAD® computer-aided-design program experience required.
- ERSI GIS ArcMap® with spatial analysis experience, or equivalent, preferred.
- Land survey experience preferred.
- Microsoft Office Excel® and Word® proficiency required.
- Microsoft Project® and Access® experience preferred.
- Excellent written, verbal, and interpersonal skills.
- Good planning, organization, time management, and leadership skills and the ability to make decisions independently.
- Strong personal and professional integrity.
- General knowledge of federal and state regulations, rules, guidelines, and policies related to the design and construction of highways, stormwater management systems, wetland protection, and related work preferred.
- Make complex engineering computations and to check, design, and prepare engineering plans, profiles, and sketches.
- Strong technical writing ability.
- Quantity takeoffs and cost estimating experience preferred.

Physical and Mental Requirements:

The work is primarily of an intellectual nature but requires some physical capabilities. While performing the duties of this job, the employee is frequently required to sit, and talk or hear; occasionally required to stand and walk; make visits to job sites and walk safely around heavy equipment; frequently requires use of hands to finger or handle objects; carry and operate field survey equipment; remove manhole covers and catch basin grates for inspection purposes; make measurements in the field with a carpenter's-type measuring tape or other measuring devices; occasionally required to bend and reach with hands and arms for filing and various tasks in the field; and the ability to work outside in the field for extended periods of time under all types of weather conditions.

The employee must frequently lift and/or move up to 10 pounds, rarely lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision. This position requires the ability to operate standard office equipment such as a computer keyboard, calculator, printers and plotters. The employee must be able to hear normal sounds, distinguish sound as voice patterns and communicate through human speech using American English. Must pass a CORI check

Disclaimers:

The City of Newburyport reserves, within its sole discretion, the right to revise or modify this job description at any time without any advance notice. This job description does not constitute an employment contract and does not alter the at will status of the employment relationship between the City and its employees. The employment relationship may be terminated at any time and for any reason by either the City or the employee.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)