



**Department of Public Works
Senior Civil Engineer
JOB POSTING – April 6, 2021
Deadline- Until position filled**

Position Summary: Performs administrative and technical work related to all engineering activities in the City of Holyoke.

Essential Functions:

- Prepares and reviews designs for Department of Public Works projects in accordance with general engineering practices and the City of Holyoke standards; determines scope, designs, prepares drawings, specifications, bidding documents, contracts, and cost estimates for projects; conducts and coordinates design and construction surveying,
- Provides construction staking; serves as Project Engineer on Department of Public Works projects, conducts construction inspections, reviews and approves contractor pay requests, reviews and approves construction submittals; reviews and processes construction change orders.
- Provides design data for surveying, and engineering applications using Computer-Aided Drafting (CAD); word processing; spreadsheet; Geographic Information Systems (GIS); uses appropriate computer hardware; responsible for the data input and production of digital maps, surveys, engineering drawings, and special database reports for the Department of Public Works and other City of Holyoke departments as needed.
- Provides technical assistance and consults with other departments regarding engineering functions, site development, drainage, and transportation.
- Assists City Engineer with administrative duties, short- and long-term plans and coordination within the department and other city and state personnel. Reviews and administers various permits and petitions.
- Participates in state funded roadway improvement projects. Serves as a liaison between the city and MassDOT.
- Provides engineering support and comprehensive reports to the City Council and related subcommittees, as needed.
- Performs similar or related work as required, directed, or as the situation dictates.

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.

Knowledge, skill, and abilities required:

- Knowledge of civil engineering and engineering survey and design; working knowledge of drafting, public works construction; computer applications to engineering, and local and state regulations.
- Ability to perform complex technical research, compile comprehensive reports and the practical application of the findings, assess conditions in a variety of locations and determine proper course of action, deal effectively and diplomatically with the public, consultants, officials, department heads and other constituencies.
- Strong interpersonal skills, excellent written and verbal communication skills, proficient computer skills including MS Office applications and specialized software including AutoCAD and HydroCAD.

Education, Training, and Experience:

Bachelor's Degree in Civil Engineering, three years' experience with municipal infrastructure projects, traffic engineering, sanitary sewer, and storm water design, Professional Engineer License (PE) registered with the MA Board of Registration for Professional Engineers and Professional Land Surveyors or EIT with intent to obtain PE registration

Supervision: Works under the direct supervision of the City Engineer of the Department of Public Works.

Job Environment: General office conditions; fieldwork is performed outdoors with occasional loud noise levels and exposure to variable weather conditions and hazards associated with heavy equipment and construction sites. The workload is subject to seasonal and weather-related fluctuations; responds to emergencies; communicates with municipal, state, and other governmental representatives, elected officials, businesses, property owners, engineering consultants, and other City department heads and employees. Has access to department-related confidential and/or sensitive information; errors could result in delay or loss of services, personal injury to others, damage to building and equipment, and significant monetary loss and/or legal repercussions.

Physical Requirements: This position is regularly required to sit, talk, and hear; uses hands to finger, handle, feel or operate objects, tools, or controls, and reach with hands and arms as in picking up paper, files, and other common office objects. Physical agility required to access all areas of inspection sites. *The physical demands described here are representative of those that must be met by an employee to perform successfully the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Hours: Full Time, 35 hour per week (Monday – Friday, 8:30 a.m. to 4:30 p.m.)

Employment Status: Regular Employment; **Fair Labor Standards Act (FLSA) Status:** Non-Exempt (Salary Grade GR-9)

Pay Rate: \$47,780.98 - \$56,153.29 - \$64,505.33 per year, paid biweekly

Employee Benefits: City of Holyoke (Full Time)

Please send a letter and your resume by email (Personnel@Holyoke.org) to Personnel Administrator; or mail to City Hall Annex, 20 Korean Veterans Plaza, Holyoke, MA 01040; or apply on [Indeed.com](https://indeed.com)

The City of Holyoke is an equal opportunity employer and does not discriminate because of age, ancestry, color, creed, disability, ethnicity, family status, gender, genetic information, marital status, military status, national origin, political affiliation, pregnancy, race, religion, sex, sexual orientation, veteran status, or any other legally protected category. Bilingual applicants are especially encouraged to apply.