



## CITY OF HOLYOKE

### **DEADLINE: Until Filled** **Full Time Senior Civil Engineer** **Department of Public Works**

**Position Summary:** Performs administrative and technical work related to all engineering activities in the City of Holyoke and is responsible for project management, professional/technical engineering designs, reviews, standards, survey work, and inspections. Performs all other related work as required.

**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; Prepares legal descriptions, documents, and draft agreements for the City of Holyoke; Provides design data for surveying and engineering applications using Computer-Aided Drafting (CAD), Geographic Information Systems (GIS) and HydroCAD and MS Office to include Word and Excel; Prepares digital maps, surveys, engineering drawings, and special reports for the Department of Public Works and other City of Holyoke departments; Provides technical assistance and consults with other departments regarding engineering functions, site development, drainage, and transportation. Provides technical support and training on the use and development of the geographic information system and its databases as well as other engineering software applications to all users of the system in the Department of Public Works; Assists DPW Superintendent 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 reports to the City Council and related subcommittees as needed; Performs similar or related work as required, directed, or as the situation dictates. *(The essential functions or 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.)*

**Knowledge, skills, and abilities required:** Extensive knowledge of civil engineering, surveying and design along with thorough knowledge of public works construction; Understanding of local and state regulations; Performs complex technical research; Compiles comprehensive reports and the practical application of findings; Assess conditions in a variety of locations and determines proper course of action; Communicates effectively and diplomatically with the public, consultants, officials, department heads and other constituencies; Strong interpersonal, written and verbal communication skills;

**Education, experience, and certification, licensure required:** Bachelor's Degree in Civil Engineering; Five 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

**Job Environment:** General office conditions; Field work is performed outdoors with loud noise levels and exposure to variable weather conditions/hazards associated with heavy equipment and construction sites; Workload is subject to seasonal and weather-related fluctuations; Responds to emergencies, operates telephone, computer, hand power tools, survey equipment and standard office machines; Makes frequent contact with municipal, state and federal representatives, city officials, businesses, property owners, engineering consultants, department heads, the public, other city employees; Contacts are in person, by phone, email and group meetings, and hearings. Has access to department-related confidential and/or sensitive information; Errors could result in delay or loss of services, personal injury to self and/or 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. Employee may occasionally lift and/or move objects weighing up to 100 pounds. Vision and hearing at or correctable to normal ranges. *The physical demands described above are representative of those that must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodation(s) if needed will be provided for the employee with the adequate strength, dexterity, coordination, and visual acuity in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.*

**Supervision:** Works under the direct supervision of the Superintendent of the Department of Public Works.

**Employment Hours & Status:** Regular Full Time Employment, 35 hours per week (Monday – Friday, 8:30 a.m. to 4:30 p.m.)

**Fair Labor Standards Act (FLSA) status:** Exempt

**Pay Rate:** Commensurate with experience (Grade 9, Professional Supervisors Association)

**Employee Benefits:** Health, Dental, Life Insurance and Flexible Spending Account (FSA)

**Please respond by EMAIL ONLY to include *letter of interest, resume, and a list of three references* to: [Personnel@holyoke.org](mailto:Personnel@holyoke.org)**

***NO PHONE CALLS OR WALK-IN INQUIRIES***

**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, martial 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.**