



**JOB POSTING - August 29, 2023
DEADLINE - Until filled**

Job Title: Full Time Assistant Superintendent of Public Works/City Engineer

Department: Department of Public Works

Reports to: Carl Rossi, Superintendent of Public Works

Job Summary:

Performs administrative, supervisory, and technical work related to engineering activities within the City of Holyoke.

Supervisory Responsibilities:

- Performs various duties of a routine to complex nature following acceptable standards of quality and performance.
- Requires independent judgment in determining methods of completion and carrying out assignments:
- Works under the supervision of the Director of Public Works and the Board of Public Works.
- Hires employees and provides direction, prepares employee performance evaluations, and counsels and disciplines staff consistent with city policies and subject to approval by the Board of Public Works.

Duties/Responsibilities:

- The City Engineer is generally responsible for the capital improvements and record keeping for the City's infrastructure (roadways, sidewalks, sewers, parks, buildings, traffic signs and signals, etc.) and enforcement of state and city laws, regulations, and ordinances.
- Administers the Stormwater Authority, reviews permit applications, and enforces the Stormwater Ordinance
- Acts as a consultant to other city departments and advises them on engineering and technical matters
- Manages and reviews budget for work done under contract
- Approves invoices, manages grants and loans, writes grant applications
- Maintains plans and records
- Reviews and approves petitions for new streets
- Examines bridges and maintains custody of bridge inspection reports
- Examines land owned by the City
- Prepares contract documents for city projects
- Manages engineers, architects, and contractors engaged in municipal projects
- Reviews plans submitted to Planning Department; Reviews and issues permits
- Manages state-funded roadway improvement projects
- Oversees construction of municipal and permitted work: Assigns street addresses

- Serves on the Parking Advisory Board, Building Survey Board, Bike and Pedestrian Committee and other committees
- Serves as the city's representative to the JTC and PVPC
- Serves as liaison between the city and MassDOT
- Responds to traffic and other engineering related Orders and submits reports to the City Council
- Makes work assignments, coordinates projects and reviews progress of employees and contractors
- Provides training for personnel, establishes performance requirements and ensures compliance with safety regulations.
- Recommends personnel actions.

The functions above are normal for this position. Other duties may be required and assigned. The essential functions or duties listed above are intended only as examples of the 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.

Required Skills/Abilities:

- Extensive knowledge of civil engineering and engineering survey and design
- Knowledge of drafting and public works construction
- Knowledge of relevant local and state regulations.
- Ability to direct the work of others, initiate and direct research, compile reports, apply findings and organize, and schedule projects
- Skilled in written and oral communication
- MS Office applications mastery (Excel, PowerPoint, Word, etc.) essential
- AutoCAD, HydroCAD, ArcGIS preferred

Education, certification, licensure, or other similar requirements: Bachelor's degree in civil engineering; Massachusetts Licensed Professional Engineer (PE). MA Class D driver's license

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.
- The 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 the general public, municipal, state and federal representatives, elected officials, businesses, property owners, engineering consultants, department heads, and other city employees.
- Contacts are in person, by phone, email, and group meetings, 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.

Education, Certification, Licensure and Experience:

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.

- Five years of civil engineering experience, including municipal work as a professional engineer, and progressive responsible experience in municipal public works construction and maintenance, three of which involve supervisory responsibilities, or any equivalent combination of education and experience.
- Experience with municipal infrastructure projects, traffic engineering, or civil engineering fields

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

Employment status & Hours: Regular Full-time employment, 35 hours per week, Monday-Friday, 8:30 a.m. to 4:30 p.m.

Salary/Pay rate: \$ 77,788.32 (minimum) up to \$ 102,875.05 (maximum) per hour (Grade 13, Professional Supervisors Association)

Employee Benefits: Health, Dental, Life Insurance, Optional Vision and Flexible Spending Account (FSA), Optional Vision and Short-term Disability

How to Apply: Please send resume and cover letter to Personnel@holyoke.org