TOWN OF TEWKSBURY

TOWN HALL
1009 MAIN ST
TEWKSBURY, MASSACHUSETTS 01876-2796

DEPARTMENT OF ADMINISTRATIVE SERVICES

(978) 640-4488
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JOB POSTING

POSITION AVAILABLE: Project Manager (2) (Department of Public Works)

QUALIFICATIONS: A candidate for this position must have a Bachelor's Degree in Civil Engineering, Construction Engineering and Surveying preferred or a related field with five (5) years of progressively responsible civil engineering experience in public works, private development, and construction, preferably in a municipal setting or any equivalent combination of education and experience. Preference will be given to candidates that have knowledge of the application of town by-laws and rules and regulations with regard to land development. Individual must have a valid Massachusetts Class D Driver's License and possess EIT and OSHA 10 Certification or have the ability to obtain it within 12 months of hire.

Specific job qualifications are listed in the job description attached.

HOURS: 40 hours a week

SALARY RANGE: $59,195 – 80,555

BENEFITS: Paid sick leave, vacation; contributory health dental and life insurance.

POSTING DATES: From: October 7, 2015
To: Until Filled

TYPE OF POSTING: Open

Applications may be obtained online at www.tewksbury-ma.gov or at the Human Resources office at the temporary Town Hall located at 464 Main Street.

The Town of Tewksbury is an affirmative action equal opportunity employer.

PROJECT MANAGER **TEWKSBURY, MA**

Position Purpose:

Performs civil engineering/construction project management work of substantial difficulty and importance requiring the application of civil engineering/construction project management principles. Performs related work as required.

Essential Functions:

(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.)

- Manages utility connection procedures including permitting and inspection; coordinates and manages local contractors/drain layers for compliance with specifications and Town regulations; performs field inspections to include utility connections, curb cuts and NPDES Phase II compliance.
- Manages projects for public works which includes project discussion and meetings, review of scope, contract documents and schedule, tracking progress of projects, oversight of execution of project scope, processing and tracking invoices and review of deliverables.
- Performs field inspection of utility connections for public and private projects and ensures proper permitting and conformance with town regulations.
- Supervises the work of all contractors working for public works projects. Maintains knowledge of all plans and specifications for related construction projects. Inspects contractor performance for quality and conformance of specifications.
- Creates maps for various town-wide departments and maintains associated data in GIS.
- Administers and performs on-site inspections of driveway and road opening permits; performs on-site inspections for compliance with Public Works and Planning Board rules and regulations.
- Maintains daily and weekly logs of contractor and site activities. Verifies quantities of materials upon delivery and after placement; verifies quantities of materials for payment requisitions; verifies and modifies contract item quantities; and provides construction reports.
- Communicates regularly with other departments regarding the ongoing construction project; coordinates construction activities to minimize disruptions to residents; issues proper notification of events during construction projects.
- Performs field surveys to develop locations and plans; prepares and/or reviews engineering plans, specifications, designs and construction estimates; assists with the preparation of documents for competitive bidding, evaluates bids and recommends contract award.
- Works with representatives of public utility and private development companies and other town utilities to arrange and coordinate activities; attends job meetings with contractors and other town departments.
- Acts a liaison with the public, contractors and other regarding Engineering office activities. Assists with customer requests via the counter and the telephone and other means of communication.
- May participate in snow and ice removal and treatment operations when needed, some of which occur after normal work hours; participates in other inclement weather operations and services.
- Provides functional and technical guidance to junior members of assigned crew; may assist with training other employees in maintenance, repair and construction techniques on projects.
- Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:

Education, Training and Experience:
Bachelor's Degree in Civil Engineering, Construction Engineering and Surveying or related field; five (5) years progressively responsible civil engineering experience in public works, private development, and construction, preferably in a municipal setting; or any equivalent combination of education and experience. Certification in Engineering in Training (EIT) or ability to obtain within 12 months of hire; OSHA 10 hour construction safety training or ability to obtain within six months or hire. Professional Engineer Registration and survey experience desirable. Must have a valid Driver's License.

Knowledge, Ability and Skill:
Knowledge: Knowledge of principles and practices of basic civil engineering disciplines as they relate to public works and private development projects. General knowledge of public works projects, materials used and standard construction practices, including safety (OSHA) procedures, industrial standards and legal requirements as they pertain to public bidding. Knowledge of the application of town by-laws and rules and regulations with regard to land development and DPW permitting General knowledge of federal and state laws and regulations that pertain to public works and construction compliance including: Clean Water Act Phase II and III, NPDES Permits, Sanitary Code Title V, Wetlands Protection Act, etc.

Ability: Ability to perform upper-level data analysis; ability to coordinate, strategize, correlate, using discretion in determining time, place and sequence of operations. Ability to implement decisions based on data and oversee execution of decisions. Ability to interact effectively with coworkers, supervisor, contractors and the public. Ability to perform stormwater testing procedures associated with NPDES MS4 permit compliance.

Skill: Strong interpersonal skills, excellent written and verbal communication skills, proficient computer skills including Computer Aided Design (CAD), Geographical Information System (GIS), Autodesk Land Development/Civil/Survey, Microsoft products (Word, Excel, Access, Outlook, etc.; Water and Sewer modeling software and engineering/survey calculation.

Physical Requirements:

(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

This position is regularly required to sit, talk, and hear; uses hands to manipulate, 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 30 pounds. Vision and hearing at or correctable to normal ranges.

Supervision:

Supervision Scope: 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.

Supervision Received: Works under the direct supervision of the Town Engineer.

Supervision Given: None other than on a temporary basis.

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. When in the field required to wear safety hat, high visibility vest and safety shoes.
- Operates telephone, computer, hand tools, survey equipment and standard office machines.
- Makes frequent contact with residents, engineers, contractors, town employees and the public. Contacts are in person, by phone, email and in writing.
- 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.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)