

**TOWN OF WAYLAND  
POSITION DESCRIPTION**

**Title:** Town Engineer

**Department:** Engineering

**Appointing Authority:** DPW Director and Town Administrator

**Affiliation:** Non-Union

**Grade:** N-9

**Personnel Board Approved:** 7/1/2021

**Summary of Duties**

Professional, technical, administrative, and managerial work in assisting in planning, directing and managing town engineering work; all other related work as required by the DPW Director and the Town Administrator.

**Supervision Received**

Reports to and works under the general direction of the DPW Director on Public Works projects. Advises the Town Administrator as requested on non-DPW town engineering and land use matters. Performs complex and responsible functions requiring the exercise of discretion and independent judgment in assisting in the planning, directing, and overseeing DPW engineering operations. Receives direction from the DPW Director on non-routine matters as necessary.

**Supervision Exercised**

Supervises engineering and construction work. Directs and oversees the work of engineering and construction contractors.

**Job Environment**

Office work is performed under typical office conditions; fieldwork is performed with frequent exposure to variable weather conditions and construction hazards; may be required to oversee emergency and weather related responses.

Operates a personal computer and standard office equipment.

May operate or use a wide variety of vehicles, equipment and tools.

Makes frequent contact with the general public, other Town officials, state and regional government agencies, contractors and vendors; contacts are in person, by phone or in writing and involve discussing complex information; frequently responds to and resolves service requests. Close cooperation, coordination and collaboration may be required with other Town departments.

May have access to Department-related confidential information.

Errors in engineering decisions could result in lower standards of service, sub-standard work, inadequate maintenance programs, or danger to public safety.

### **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.*

Working with DPW Superintendents, conducts needs and priority analysis for road, parks, water, stormwater and sewer construction and maintenance projects and makes recommendations to DPW Director.

In conjunction with DPW Superintendents, establishes project schedules, maintains progress records of work performed; ensures all materials incorporated into a project are pre-approved to meet standards and specifications. Ensures any required permits are in proper order.

Prepares or reviews plans and specifications for bid documents; reviews regulatory compliance; prepares bid documents; analyzes responders' proposals and ensures conformity with specifications; works with senior management for the selection of successful bidders and award of contracts.

Monitors contractors' work to ensure conformance to awarded plans, specifications, Standard Operating Procedures, shop drawings, and other contractual obligations.

Ensures contractors' work is compliant with stated specifications and is corrected or is immediately referred to the DPW Director or Town Administrator, as applicable.

Provides general contract management, reviews and approves any proposed change orders to awarded contracts. Works with DPW Business Manager and Town finance staff toward project financial management.

Provides engineering services for in-house projects which may include, but not be limited to, road improvements, intersection configuration, sidewalks, water, stormwater and sewer projects, field renovations etc.

In conjunction with Wastewater Account Specialist and Wastewater Operations Manager, act as staff technical liaison to the Wastewater Management District Commission for activities pertaining to the Town Center Wastewater Treatment Plant & System operations and maintenance as well as provide technical support to the operation and maintenance of the High School Wastewater Treatment Plant.

Plans for project traffic management, police and fire details and other safety requirements to ensure the safety of residents and workers in the proximity of construction projects.

Manages and plans for the Town's drainage systems, and advises Town boards accordingly in conjunction with current state and federal stormwater management permit requirements and regulations. Reviews all town construction and maintenance contracts for stormwater compliance, completes all required stormwater reports; convenes and facilitates regular meetings of the Town Planner, Building Commissioner, Health Director, Conservation Administrator, Town Surveyor, GIS Coordinator and others as required, to informally discuss and coordinate departmental efforts on public and private projects under consideration by the town.

Conducts or participate in studies to provide the Town or DPW with decision-making information and data.

Attends various night Board meetings in support of DPW and Town projects and initiatives

Develops engineering related policies and procedures. Assists town, state and federal permit administration associated with project management.

Assists the DPW Director with the development of capital and operating budgets with respect to engineering services or projects.

As directed by the DPW Director and Town Administrator, assists in emergency responses.

Keeps abreast of applicable changes in governmental rules and regulations as well as industry trends through trade journals and attending appropriate classes and seminars.

Ensures all engineering records are properly maintained.

May assist other departments, boards or committees with engineering related matters.

Performs similar or related work as required or as situation dictates.

### **Recommended Minimum Qualifications**

#### **Education:**

Bachelor's Degree in engineering, construction or related field.

#### **Experience:**

Five (5) years of experience working in an engineering environment which performed DPW related civil engineering work.

**Substitutions:**

A Master's Degree may be substituted for 2 years of experience.

**Licenses/Certificates:**

Registered PE preferred. MA Certified Procurement Officer preferred

**Knowledge, Abilities and Skills:**

Knowledge of the principles and practices of civil engineering.

Knowledge of the terminology and standard abbreviations used in civil engineering.

Knowledge of the principles of hydraulics as applied to surface drainage pipes and culverts.

Knowledge of the engineering properties of soils.

Knowledge of the properties and characteristics of concrete and asphalt; mechanical properties of fluids; theory and practice of plane surveying.

Knowledge of the types of and uses of equipment and materials used in building, bridge, highway, road, and street construction.

Knowledge of the types and skill in the uses of equipment used in plane surveying.

Knowledge of the methods of soil testing.

Knowledge of mathematical computations used in solving civil engineering problems.

Knowledge of computer and technology software and applications associated with engineering, asset management and public works functions.

Knowledge of elementary algebra, trigonometry, plane and solid geometry, integral and differential calculus; knowledge of standard procedures for taking field notes in connection with plane surveying.

Ability to analyze and determine the applicability of civil engineering data, to draw conclusions and make appropriate recommendations.

Ability to understand, apply and explain the laws, rules, regulations, procedures, specifications and guidelines governing assigned unit activities and in connection with the construction and maintenance of highways, bridges, buildings, etc.

Ability to manage complex technical and administrative duties requiring independent judgment.

Ability to interpret and apply federal, state and municipal rules and regulations as applicable to engineering activities.

Ability to maintain effective working and professional relationships with employees, officials, contractor, vendors and the general public.

Ability to communicate effectively orally and in writing.

Ability to develop policies and procedures to accomplish designated goals and objectives.

### **Physical Requirements**

Moderate physical effort required in performing work. Occasionally required to move (push, pull, lift or carry) objects weighing up to 50 pounds. Requires good close, distant, and peripheral vision, and depth perception. Ability to lift heavy objects and occasionally performs some strenuous work under varying weather conditions.

*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.*