

**Staff Engineer, Department of Public Works  
Town of Scituate**

This position is a 35 hour/week benefited position with the Engineering Department of the Town of Scituate's Public Works Department. The job description is listed below.

The position is compensated at a Grade 4 level (\$74,810 to \$78,600 annually) and is covered under the terms of the AMPs (Town of Scituate Administrative, Managerial and Professionals) collective bargaining agreement.

Interested applicants should submit cover letter and resume to [HR@scituatema.gov](mailto:HR@scituatema.gov) or via mail to Human Resources, 600 Chief Justice Cushing Highway, Scituate, MA 02066. AA/EEO/ADA.

**TOWN OF SCITUATE  
POSITION DESCRIPTION**

**Position Title:** Staff Engineer

**Statement of Duties**

Responsibilities include design assistance, permitting and construction oversight of all municipal capital improvement projects. Applicants will oversee the design and construction of projects, such as roadways, drainage systems, sewer infrastructure, pedestrian facilities, recreation areas, parks, water main and water treatment schemes.

**Supervision**

Works under the general supervision of the Engineering Supervisor and the Director of Public Works. Employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently in accordance with specific instruction.

Employee performs responsible work of a specialized and technical nature planning, organizing and coordinating the provision of day-to-day engineering services. Requires the exercise of professional judgment in analyzing facts and circumstances of highly technical projects to determine the appropriate course of action required to resolve problems or issues.

Employee, as a regular and continuing part of the job, is accountable for the quality and quantity of work done by an assigned work crew or crews or contractors and assures the accomplishment of the work in the prescribed manner. The number of employees supervised will vary from project to project..

**Job Environment**

Requires frequent contact with public, employees, contractors, consultants, state and federal regulatory agencies, occasional public meetings to convey complex technical information.

Errors can cause failure of infrastructure and buildings, damage to public or personal property and attendant environments, delays in completion, increased costs or monetary loss, personal injury and poor public relations.

May have access to some limited department-related confidential information including bid documents.

**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.*

Performs field reconnaissance in scoping out projects related to infrastructure including stormwater, sewer, water, and roads; makes detailed notes and reports to the Engineering Supervisor and the Director of Public Works.

Supervises work crews on special construction projects including seasonal staff.

Conducts inspections on public works projects, provides supervision on contracts awarded. Performs construction oversight, contract administration, payment requisition reviews, inspection and quality assurance of engineering elements.

Reviews surveys, project and/or road layout plans. Performs local and state license and permit review.

Assists DPW Superintendent and Engineer Supervisor in development of annual goals and objectives and budgetary needs/preparation for public works projects and capital plan.

Works with other departments in reviewing and administering projects including Conservation Commission and Planning Board.

Assists with recommendations for municipal engineering technical standards for infrastructure projects. Reviews and inspects projects for compliance with plans.

Trouble-shoots administrative and construction problems, suggests resolutions, responds to and resolves inquiries and complaints.

Conducts investigations of streets being considered for street acceptance and prepare cost estimate of work needed.

Maintain and updates all Engineering Division files.

Reviews sewer connection permits.

Prepares various documents for competitive bidding relative to public works projects, review bids submission and report errors/omissions to Engineering Supervisor. Participates in the selection of consultants. Reviews progress reports and payment schedules.

Works with various work teams involved in the research, data collection, plotting, calculations, plan preparations, record keeping, and recording processes in the Town's GIS mapping program.

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

### **Recommended Minimum Qualifications**

#### **Education and Experience**

Bachelor's Degree in engineering, preferably civil engineering. One to four years experience in the design and construction of public works infrastructure. Any equivalent combination of education and experience.

#### **Special Requirements**

Certification as Engineer in Training/Fundamentals in Engineering (EIT/FIT) or PE/PLS preferred. Massachusetts Class D Driver's License

## **Knowledge, Ability, and Skill**

### **Knowledge**

Knowledge of the application of civil engineering skills to public works projects. Knowledge of state and local laws and regulations governing construction in the Commonwealth and public bidding laws. Considerable knowledge of structural design, specifications, and applicable codes and safety standards. Knowledge of Title 5 and Wetlands Protection Act helpful.

### **Ability**

Ability to assist in the planning, organization and supervision of the work of contractors, work crews, seasonal and support staff. Ability to conduct research independently in a detailed and accurate manner. Ability to read and interpret building and construction plans, specifications, codes, and other engineering instruction documents. Ability to make decisions and find solutions to engineering problems. Ability to operate surveying equipment and drafting instruments. Ability to do drafting work from survey calculations to supplement associated design work.

### **Skill**

Excellent communications skills both oral and written. Knowledge of the application of engineering principles to design, constructs, and maintains economically acceptable solutions on public works projects. Through knowledge of working with computers and related software including AutoCAD drawing applications and GIS mapping.

## **Physical Requirements**

Minimum physical effort generally required in performing duties under typical office conditions. Employee may be exposed to outdoor weather conditions up to 2/3rds of the time. Must be able to access uneven terrain under various weather conditions and may frequently be near moving mechanical equipment. Position requires the ability to operate computer keyboard and standard office equipment. The employee is frequently required to sit, talk and hear and is required to use hands to finger, handle or feel projects, tools or controls and to reach with arms and hands. Normal vision required. The employee may occasionally lift up to 100 lbs. Equipment use includes light truck, automobile, light equipment, power tools, hand tools, office machines, computer and surveying equipment as well as appropriate safety equipment.