



CITY OF HOLYOKE
JOB POSTING - February 9, 2018
DEADLINE: March 9, 2018

Full Time Assistant Superintendent of Public Works/City Engineer
Department of Public Works

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

Essential Functions: Oversees the enforcement of state and city laws, regulations, and ordinances, including those regarding traffic signals and signs. Enforces the Erosion Control Ordinance and the Storm water 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; 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 contractors engaged in municipal projects; Reviews plans submitted to Planning Department; Reviews and issues permits; Reviews petitions for storm water and other permits; Manages state funded roadway improvement projects; Oversees construction of municipal and permitted work: Processes change orders; Serves on the Board of Public Safety, Building Survey Board, and other committees; Serves as the city's representative to the JTC and PVPC; Serves as liaison between the city and Mass DOT; 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.*

Knowledge, skills, and abilities required: 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, and AutoCAD and HydroCAD.

Experience required: 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

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

Supervision: 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 Superintendent 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.

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.

Physical Requirements: his 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.*

Hours: Regular Full Time, 35 hour per week (Monday – Friday, 8:30 a.m. to 4:30 p.m.), including occasional night meetings.

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

Pay Rate: \$66,904.11 (minimum), \$78,962.75 (middle), \$91,021.39 (Maximum) per year (Professional Supervisors Association, biweekly)

Employee Benefits: Health, Dental, Life Insurance & Flexible Spending Account

Reports to: Superintendent of Department of Public Works

Please respond **ONLY** by email with a letter of interest & resume to Personnel@HOLYOKE.org

NO PHONE INQUIRIES OR WALK INS.

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.