



# TOWN OF SWAMPSCOTT

## HUMAN RESOURCES DEPARTMENT

ELIHU THOMSON ADMINISTRATION BUILDING  
22 MONUMENT AVENUE, SWAMPSCOTT, MA 01907

# JOB DESCRIPTION

- TITLE:** Assistant Engineer/Field Coordinator
- DESCRIPTION:** The Assistant Engineer/Field Coordinator is responsible for technical work in the office and field which includes engineering, inspecting, estimating, bid preparation, permitting, construction inspection/administration and project closeout, engineering project oversight for municipal water and sewer projects and stormwater infrastructure projects as well as assistance to the Director of Public Works in the areas of road maintenance, buildings, cemetery, parks, forestry, purchasing, and engineering.
- Proficiency in computerized engineering software systems (GIS, CAD, Hydraulic models, etc.) is desired. Will act as project manager and resident engineer on municipal public works utility and paving projects.
- REPORTS TO:** Director of Public Works
- WORK HOURS:** 34 hours a week; Mon, Tues, Thur 8a-5p and Wed 8a-7p  
*Swampscott Town Hall has a four-day work week*
- SALARY:** +/- \$80,000, depending on qualifications and experience
- GRADE LEVEL:** IV
- FLSA STATUS:** Exempt
- QUALIFICATIONS:**
1. Work and Educational Experience
    - a. Bachelor's degree in Civil Engineering or a related field (Master's preferred)
    - b. Three to five (3-5) years of work experience with a focus on municipal public works
    - c. Any equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job
  2. Valid Massachusetts Class D Motor Vehicle Driver's License
  3. Valid Class 2D Water Operator's License
  4. Ability to work effectively in a fast-paced environment
  5. Strong oral and written skills

## **ESSENTIAL FUNCTIONS**

*The essential functions or duties listed below are intended only as illustrations of the various type 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.*

- Designs and manages to construction and maintenance of town streets, sidewalks, sewer, water, and drainage systems.
- Assists with providing engineering support services to various town boards, managing capital improvement plan (CIP) projects, reviewing subdivision plans, permit inspections, and record keeping.
- Inspects the installation of water and sewer utilities and roadway construction projects in accordance with Mass Highway Standards; reviews construction contracts and ensures completion of projects in accordance with project specifications.
- Represents the Director and the Town in responding to various inquiries from the public regarding department projects.
- Assists the Director in the preparation and administration of the department's annual operating and capital budgets as well as grants awarded to the department.
- Trains department personnel in operating safety procedures and safety awareness; takes prompt corrective action when unsafe working conditions are noted. Supports all safety activities sponsored by the Department, the Town, and others as they are mandated by local, State, Federal or other regulatory agencies.
- Prepares and coordinates the daily work schedules, checks daily time slips to ensure accuracy, and records daily work activities in order to measure performance, track expenditures, and record historic data.
- Coordinates work activities with other Town departments and outside agencies and establishes and maintains a good working relationship while carrying out projects.
- Keeps abreast of new developments, programs, equipment, materials, and techniques in the field of arboriculture, horticulture, and turf maintenance; maintains licenses required to perform the technical requirements of the position.
- Observes and evaluates equipment, and material used in various projects and recommends the purchase, modification or replacement of materials, equipment, services, or operating procedures.
- Manages, participates in, and supports the Town-wide snow and ice removal program.
- Orders and maintains a detailed inventory of materials and supplies purchased and issued.
- In the Director's absence, is expected to be present including outside of normal office hours/days.

## **SUPERVISION RECEIVED**

Under the general direction of the Director, the employee plans and carries out the regular work in accordance with standard practices and previous training, with substantial responsibility for determining the sequence and timing of action and substantial independence in planning and organizing the work activities, including determining the work methods. The employee is expected to solve through experienced judgment most problems of detail or unusual situations by adapting methods or interpreting instructions to resolve the particular problem. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines, and priorities. Technical and policy problems or changes in procedures are discussed with the supervisor, but ordinarily the employee plans the work, lays it out, and carries it through to completion independently. Work is generally reviewed only for technical

adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements; the methods used in arriving at the end result are not usually reviewed in detail.

### **SUPERVISORY RESPONSIBILITY**

The employee is responsible for the provision of direction and guidance to department employees assisting them in the completion of assigned work. The employee may perform similar work as employees being supervised. The employee may act as the department head during temporary absences of the Director of Public Works.

The employee directly supervises sixteen (16) full-time and up to ten (10) temporary employees. Functions, programs, work processes, and staff size are well established and relatively stable throughout the year. Employees supervised work at the same location and the same work shift, a few may be dispersed to other locations.

### **KNOWLEDGE, ABILITIES, AND SKILLS**

Knowledge: Working knowledge of civil engineering principles and practices such as roadway design and construction techniques, drainage design and construction, hydraulics, and hydrology; knowledge of roadway, sidewalk, sewer, water, and drainage maintenance and equipment repair techniques. Knowledge of land use, planning, and surveying techniques and practices. Knowledge of department services and the Town's Capital Improvement Program. Knowledge of the Town's geography, roadway and drainage system infrastructure, and landmarks. Knowledge of Town government, department operations and services.

Abilities: Ability to plan, assign, and supervise the work of groups of employees engaged in a variety of public works construction and maintenance operations; ability to establish and maintain effective and harmonious working relationships with department employees, contractors working for the town and other town departments, state agencies, and the general public; ability to deal with employees tactfully and effectively and maintain positive public relations; ability to communicate effectively in written and oral form; ability to prepare and administer budgets; ability to delegate responsibility and work well with subordinates. Ability to analyze, evaluate and estimate the equipment, manpower, and costs associated with various construction projects. Knowledge of operating practices and techniques associated with the field of arboriculture, horticulture, and turf maintenance. Ability to manage multiple projects in a detailed and efficient manner in accordance with established safety practices.

Skills: Proficient computer and mechanical skills including, but not limited to, computerized engineering software systems (GIS, CAD, Hydraulic models, etc.); proficient written and oral communication skills.

### **CONFIDENTIALITY**

In accordance with the State Public Records law, the employee does not have regular access to confidential information obtained during performance of regular position responsibilities.

### **ACCOUNTABILITY**

Consequences of errors, missed deadlines, or poor judgment may include monetary loss, legal repercussions, labor/material costs, and danger to public health and safety.

### **JUDGMENT**

Work assignments require the employee to examine, analyze, and evaluate facts and circumstances surrounding

individual problems, situations, or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices, and precedents which may be conflicting at times. Independent judgment is used to analyze or evaluate specific situations to determine appropriate actions.

### **COMPLEXITY**

The work consists of employing a variety of concepts, theories, principles, techniques, and practices relating to the administrative and engineering fields. Assignments typically concern such matters as studying trends in the field for application to the work; assessing services and recommending improvements; planning long range projects; devising new techniques for application to the work, recommending policies, standards, or criteria.

### **WORK ENVIRONMENT**

The work environment involves everyday discomforts typical of an office environment with exposure to outside elements when conducting work in the field. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. The employee is required to work beyond normal business hours to attend evening meetings.

### **NATURE AND PURPOSE OF PUBLIC CONTACT**

Relationships are primarily with coworkers and the public involving frequent explanation, discussion or interpretation of department operating practices, procedures, regulations, or guidelines in order to render service, plan, or coordinate work efforts, or resolve operating problems. More than ordinary courtesy, tact, and diplomacy may be required to resolve complaints or deal with uncooperative or uninformed persons. The employee may furnish the public with routine information such as meeting agendas, press releases or departmental operating procedures or regulations.

### **OCCUPATIONAL RISK**

Duties generally do not present occupational risk to the employee. An injury could occur, however, through employee failure to properly follow safety precautions or procedures. Examples of injury include bruises from falls, cuts or bumps, or muscular strains when conducting inspections out in the field.

### **PHYSICAL AND MENTAL 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 position's essential functions.

Physical Demands: Work requires some agility and physical strength, such as moving in and about construction sites, over rough terrain, or standing/walking most of the work period.

Motor Skills: Duties may involve assignments requiring the application of hand and eye coordination with finger dexterity and motor coordination. Examples include operating a motor vehicle, using a personal computer, or climbing a ladder.

Visual Skills: Visual demands require the employee to constantly read documents for general understanding and analytical purposes. The employee is constantly required to review non-written documents such as construction blueprints or maps and to determine colors.

*The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the Town or requirements of the job change.*