TOWN OF HARWICH ADMINISTRATION

JOB POSTINGS

Union: SEIU

Position: Town Engineer

Hours: 35 hours/week (Mon-Friday, occasional weekends, evenings)

Pay Grade: M5

Pay Range: $95,555-118,812 per year

**ESSENTIAL DUTEIS AND RESPONSIBILITIES**

Provides plan and drainage design review; conducts field inspections and prepares cost estimates; designs and prepares plans and specifications for town projects; advertises, receives and analyzes bids and makes recommendations.

Oversees and reviews construction project progress; make recommendations for payments on projects; prepares cost estimates for proposed capital projects.

Prepares requests for proposals for engineering and architectural services; reviews proposals and makes recommendations; conducts field surveys and lays out town properties for road rights of way.

Makes project presentations before the Board of Selectmen, Planning Board, Board of Health and Conservation Commission for town projects; inspects town buildings and utility installation projects; assigns house numbers and maintains updated information for use of the town’s E911 system.

Serves as the Excavation and Trench Safety “Permitting Authority” under 520 CMR 14.00.

**Education and Experience**

Bachelor’s Degree in civil engineering; five years of progressively responsible municipal engineering experience, including building maintenance and construction and utility design and construction; or an equivalent combination of education and experience.

**Knowledge, Ability and Skill**

Comprehensive knowledge of municipal engineering needs; knowledge of project costing, preparation of requests for engineering services and public procurement practices; knowledge of local government financial management and the financing of construction projects.

Ability to establish and maintain cooperative relationships with town departments and officials; ability to effectively communicate highly technical information; ability to manage multiple projects at one time.

Problem-solving skills; excellent technical engineering and land surveying skills; negotiation and communication skills.

**Physical Requirements**

Moderate effort is required for field work and site inspection work; frequently required to stand, walk, hear and speak and use hands to operate equipment. Vision requirements include the ability to read routine and complex documents and use computers; ability to operate a motor vehicle.

TO APPLY, PLEASE PROVIDE COVERLETTER, TOWN EMPLOYMENT APPLICATION AND RESUME TO THE ASSISTANT TOWN ADMINISTRATOR’S OFFICE. APPLICATIONS ARE AVAILABLE ON THE TOWN WEBSITE OR IN THE ADMINISTRATION OFFICE.