



## **NOTICE OF VACANCY**

**JOB TITLE:** Assistant City Engineer  
**DEPARTMENT:** Engineering Department  
**POSITION STATUS:** Full-time, permanent, non-union position with benefits  
**REPORTS TO:** City Engineer or their designee  
**ANNUAL SALARY:** \$95,000 - \$105,000 (DOQ)

### **JOB SUMMARY:**

In the historic, dynamic, waterfront community of Salem, the Assistant City Engineer performs a variety of professional engineering duties including review of designed public work projects, review of proposed subdivision and various development plans, inspection of construction projects, and investigation of roadway/sidewalk, water, drainage, and sewer infrastructure concerns. Serves as assistant department head and provides technical supervision to staff members and other City departments.

### **SUPERVISION EXERCISED:**

Provides technical supervision as well as project management to consulting engineers and contractors. Coordinates with Engineering Department staff. Provides assistance to Department of Public Services' (DPS) operational personnel through DPS Director. Assumes full supervision of Engineering Department in City Engineer's (CE) absence. Provides guidance to other City departments on engineering related work.

### **SUPERVISION RECEIVED:**

Works under the general supervision of the CE, who determines office policy, assigns work, and evaluates work in terms of effectiveness of operation. Performs regular duties independently using judgment in selecting appropriate engineering methodology for a variety of projects and in guiding others.

### **MAJOR DUTIES:**

Reviews submittals and invoicing from engineering consultants engaged in surveying, drafting, preparing engineering reports and the development of construction documents work. Develops scopes of work for infrastructure projects. Monitors projects and assures work meets scopes, coordinates on changes in scope and schedule, confirms completed work is consistent with City Ordinances and Engineering Department Rules & Regulations. Reviews and signs-off on consultant, contractor and vendor invoices for payment. Provides training and guidance in engineering methods, calculations and practices to staff, and is available to resolve technical problems. Refers serious technical or policy problems to CE.

Reviews subdivision plans and discusses proposed developments with the Planning Department and makes recommendations to the CE on the acceptability of proposed plans. Works closely with outside engineering firms to ensure technical accuracy.

Investigates complaints concerning roadway/sidewalk, drainage, sewer, and water issues. Makes recommendations on necessary actions regarding said issues.

Works with the GIS Administrator/MIS Department Head to advance the City's GIS system. Oversees and coordinates with GIS technician to update data related to public infrastructure including water, sewer, drain, roadways/sidewalks and all related appurtenances. Provides a variety of CAD and other engineering support duties as required.

May perform engineering design work including preparation of construction documents, suitable for public bidding, for sewer, drainage, water, roadway, sidewalk, and other public works projects. Prepares specifications and cost estimates for said projects.

Inspects public work construction projects and private engineering projects to ensure compliance with plans and specifications. Makes field changes and decisions as necessary. Reviews payment estimates/requisitions from contractors.

Reviews and signs off on roadway opening, private property trench and curb cut permit applications and monitors the construction associated with each. Reviews, signs off and monitors the construction of any extension of, or connection to, the public water, sewer and drainage sewer system.

Manages the City's MS4 program and assists the Water & Sewer Engineer as needed to manage the Fats, Oils and Grease (FOG) program as well as the cross-connection control program.

As directed, represents the CE at meetings with municipal officials, other government agency personnel, and the private sector. Prepares reports and correspondence regarding the work of the department or other public work projects.

Performs other duties as required and assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

Significant knowledge of principles and practices of civil engineering; specifically in sewer, drain, water, and roadway/sidewalk construction practices; considerable knowledge of materials used in sewer, drain, water, and roadway/sidewalk construction; good knowledge of principles and methods of surveying; good knowledge of mathematics including trigonometry; good knowledge of state and city laws and regulations pertinent to planning, design, and construction of municipal projects; skill in reading and interpreting engineering plans and specifications; skill in using surveying equipment; ability to work independently with minimal supervision; ability to supervise others; ability to communicate effectively both orally and in writing; ability to get along well with others; ability to deal effectively with the public.

**QUALIFICATIONS REQUIRED:**

A Bachelor's Degree in Civil Engineering from an accredited college or university and ten (10) years of experience, or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities. Registration as a Professional Engineer in Massachusetts required and municipal experience desired. Applicants with roadway/sidewalk design experience including ADA requirements and Chapter 90 process preferred. Experience working with contaminated soils/site management an advantage.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

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. While performing the duties of this job, the employee is to be mobile, and use a computer and other technology. The employee may have to view projects at various levels. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work environment can be occasionally wet, humid, hot and cold conditions, and take place near moving mechanical parts, fumes or airborne particles and in outdoor weather. The noise level in the work environment is usually moderate; the noise level may intensify when the employee is outside performing the job.

Interested candidates are encouraged to apply to [jobs@salem.com](mailto:jobs@salem.com). Position open until a qualified candidate is selected, and interviews will begin as applications are received.

**CITY OF SALEM, HUMAN RESOURCES DEPARTMENT**

98 WASHINGTON STREET, 3rd<sup>d</sup> floor

SALEM, MA 01970

Lisa B. Cammarata, Director

**DATED:** October 5, 2023

The City of Salem is an Equal Opportunity/Affirmative Action Employer and does not discriminate on the basis of race, color, national origin, religion, gender or gender identity, familial status, disability, ancestry, age, marital status, public assistance status, sexual orientation, veteran history/military status or genetic information.