

TOWN OF SHARON

JOB DESCRIPTION

Title of Position: Assistant Town Engineer/Planning Specialist

Department/Appointing Authority: Department of Public Works

Date: June 11, 2015

Originator: Eric R. Hooper, Superintendent of Public Works

Personnel Board Use Only

Classification: MP-00

Effective Date of Classification:

Classification Authority: ☐ **Personnel Board** ☐ **Collective Bargaining**

1. Summary Description

Assists the Town Engineer and Superintendent of Public Works in planning and design work and preparation of specifications and bid documents for Town projects; assists in analyzing design proposals and cost estimates. Assists the Town Engineer in reviewing and developing Town standards and specifications for subdivision submittals.

2. 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.

Prepares initial reviews of subdivisions for compliance with Planning Board rules and regulations; including reviews of Approval Not Required (ANR Plans) and both preliminary and definitive subdivision plan submissions. Prepares initial drainage calculation and modeling analysis. Prepares bond estimates and recommends subdivision lot releases to the Planning Board. Performs subdivision construction compliance inspections on a daily basis and makes recommendations regarding performance bond reductions for subdivisions. Starts proceedings for street acceptances that eventually proceed to annual Town Meeting. Performs initial document and as-built drawing checks for compliance. Reviews and writes comments on site plan submissions for the School

Department, Zoning Board, Planning Board and other boards and committees, as needed. All Assistant Town Engineer work and reviews will be overseen by the Town Engineer to ensure quality and accuracy of comments.

Performs engineering work for in-house projects. Prepares Chapter 90 request forms for various projects; prepares preliminary estimates for upcoming projects; prepares construction documents and specifications for in-house projects; performs field survey; orders materials for proposed projects; inspects for compliance and acceptance of workmanship.

Inspects work by private contractors and major construction and reconstruction work being performed by Public Works employees for compliance with codes, construction plans and bylaws of the Town; recommends corrective course of action to remedy non-compliance. In consultation with the Town Engineer, reviews and comments on all work proposed by consultants; prepares and approves all payments to consultants under the oversight of the Town Engineer and/or the Superintendent of Public Works.

Assists the public with various questions on zoning, plot plans, and subdivision plans. Provides engineering information and general assistance over the counter or through telephone inquiries to representatives of utility companies, private engineers and architects, developers, lawyers, and the general public.

Performs various routine inspection duties related to soils evaluation and septic system installations when Board of Health Agent is absent.

Makes frequent contacts with the general public, private contractors, businesses, and other town departments and officials, such as Assessing, Town Clerk, Town Administrator, Conservation Commission, Board of Health Agent, and the Building Inspector. Position requires an attention to detail, accuracy and discretion; contacts involve assisting with questions and telephone inquiries, furnishing engineering rules and regulation information, and providing general assistance on engineering and planning projects.

Has access to confidential records, such as bid documents and plans for sub-divisions, construction projects, and individual house lots.

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

3. Supervision

Oversees the work of contractors and project inspectors performing work for the Town or under contract to the Town. Oversees work performed by developers and those under contract to developers.

May also supervise work performed by interns or temporary summer help assigned to the Engineering Department.

4. Reporting Structure

Works under the general direction of the Town Engineer and under the administrative direction of the Superintendent of Public Works.

5. Physical Environment

Some work is performed under typical office conditions; other work is performed outside with seasonal exposure to unpleasant working conditions related to outdoor and/or inspection functions. This may include occasional exposure to variable weather conditions, loud noises and hazards associated with construction sites, such as fumes or airborne particles, poisonous and/or explosive gases. Required to work outside normal business hours to attend night time Planning Board or Board of Appeals meetings occasionally.

6. Education/Basic Knowledge

Education and Experience

Bachelor's of Science Degree in Civil Engineering or a related field, with course work in G.I.S. and/or Global Positioning Systems and civil engineering software; at least five years of general civil site and/or transportation engineering background with hydraulics and basic surveying techniques; or an equivalent combination of the required education and experience.

Special Requirements

F.E. certification in civil engineering required, P.E. registration in Massachusetts desired.

Licensed Septic Inspector - Must obtain within one year if not a P.E.

Licensed Soils Evaluator in Massachusetts – Must be obtained within one year of employment.

Massachusetts Motor Vehicle Operator's License

Knowledge Ability and Skill:

Knowledge

Considerable knowledge of the principles and practices of basic civil engineering and planning as they relate to public works projects. Knowledge of computer programs used in civil engineering and planning. Knowledge of land surveying techniques, related engineering record requirements and computation practices. General knowledge of public works projects, materials used and standard construction practices, including safety procedures, industry standards, and legal requirements and practices of public bidding.

Ability

Ability to operate surveying equipment and drafting software. Ability to layout construction projects. Ability to review, comment on, and inspect all aspects of subdivisions construction. Ability to design roadways, septic systems, sewers, sidewalks, parking lots, drainage systems, and water mains. Ability to do drafting work from survey notes to recordable construction plans. Ability to keep accurate and detailed notes and records. Ability to read and interpret plans, specifications, and codes and other engineering instruction documents. Ability to analyze and identify project

problems and find solutions. Ability to work effectively with people.

Skill

Skill with computers and related civil engineering and drafting software. Skill in surveying for in-house projects.

7. Experience

At least five years of general civil site and/or transportation engineering background with hydraulics and basic surveying technique background; or an equivalent combination of the required education and experience.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.