



## **NOTICE OF VACANCY**

<b><u>JOB TITLE:</u></b>	Junior Engineering Staff
<b><u>DEPARTMENT:</u></b>	Engineering Department
<b><u>POSITION STATUS:</u></b>	Full-time, permanent, non-union position with benefits
<b><u>REPORTS TO:</u></b>	City Engineer or their designee
<b><u>ANNUAL SALARY:</u></b>	\$70,000 - \$71,500 (DOQ)

### **SUPERVISION EXERCISED**

May provide technical supervision of Engineering Department interns/volunteers.

### **SUPERVISION RECEIVED**

Works under the general supervision of the City Engineer or their designee, who determines office policy, assigns work, and evaluates work in terms of effectiveness of operation. Coordinates with other City departments on engineering related work/inquiries.

### **JOB SUMMARY**

Performs entry-level engineering tasks under the direct supervision of the City Engineer or their designee. Engineering tasks will relate to public works / civil engineering projects, generally involving roadway, sidewalk, water, sewer and drainage infrastructure, but may also include seawall rehabilitation and contaminated site remediation. Supports Engineering Department staff with developing solutions to issues and provides technical support to other City departments.

### **MAJOR DUTIES**

Reviews permit applications submitted by contractors and developers for conformance with the Engineering Rules & Regulations. Assists applicants in understanding the permitting process and requirements. Coordinates with consultants assisting in peer reviews. Performs site visits to review conformations with regulations and permit conditions. Coordinates with permitting for private utilities.

Provides support to Engineering Department staff. Works closely with Engineering Department staff to support City public works projects as well as review of documents submitted by consultants for public works projects. Work using independent judgement in planning and carrying out assigned work.

Assists with various phases of public works projects including planning, design, design documentation/procurement, project execution and construction. This work may include coordination with consultants and review of consultants' submittals. Performs site visits to review design drawings or to confirm conformance with design documents.

Assists with data management of projects and engineering documents, including support of the Geographic Information System (GIS) technician on improvements to the utility database.

May attend meetings with City boards and commissions, some may be in the evening. Assists in preparation of materials as may be needed to support those boards and commissions.

Performs other duties as required and as assigned by the City Engineer.

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

Basic knowledge of principles and practices of civil engineering, specifically in sewer, drain, water, and roadway/sidewalk construction practices; good knowledge of mathematics including trigonometry; good knowledge of state and city laws and regulations pertinent to planning, design, and construction of municipal projects; ability to read and interpret engineering plans and specifications; ability to focus on details, problem

solve and be self-directed; ability to communicate effectively both orally and in writing; ability to get along well with others and work cooperatively; ability to deal effectively with the public.

### **QUALIFICATIONS REQUIRED**

A bachelor's degree in civil engineering from an accredited college or university and zero (0) years of experience, or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities. Massachusetts Engineer in Training (EIT) preferred and internship experience desired.

Working knowledge of personal computers and a variety of software programs including word processing and spreadsheets. Experience with AutoCAD and/or GIS advantageous.

Must have and maintain a valid driver's license.

### **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 frequently required to mobile and communicate with others. 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. The work environment is occasionally wet, humid, hot and cold conditions, works 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 the City using this email address: [jobs@salem.com](mailto:jobs@salem.com) and position is open until a candidate is selected.

CITY OF SALEM, HUMAN RESOURCES DEPARTMENT  
98 Washington Street, 3<sup>rd</sup> floor  
Salem, MA 01970  
Lisa B. Cammarata, Director

The City of Salem is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information, or disability, as defined and required by state and federal laws.

**DATED: July 1, 2024**