



NOTICE OF VACANCY

<u>TITLE:</u>	Senior Project Manager/Construction Inspector
<u>DEPARTMENT:</u>	Engineering Department
<u>POSITION STATUS:</u>	Full-time, permanent, non-union position with benefits
<u>REPORTS TO:</u>	City Engineer or their designee
<u>SALARY:</u>	\$86,000 - \$96,000 (DOQ)

SUPERVISION EXERCISED

Provides technical supervision as well as project management to consulting engineers and developers/contractors. Coordinates with Engineering Department staff. Provides assistance to Department of Public Services (DPS) operational personnel through DPS Director. Provides guidance to other City departments on engineering related work/inquiries.

SUPERVISION RECEIVED

Works under the general supervision of the City Engineer, 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.

JOB SUMMARY

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 infrastructure, water/drainage/sewer infrastructure, city owned seawall, and site contamination concerns. Collaborates on technical solutions with engineering staff and provides technical support to other City departments. Serves as clerk of the works as needed and available for development projects.

MAJOR DUTIES

Reviews submittals from engineering consultants engaged in surveying, drafting, preparing engineering reports and the development of construction documents. Works closely with outside engineering firms to ensure technical accuracy.

Confirms construction documents developed for City infrastructure by consultants meet Engineering Department Rules & Regulations and are constructable. Reviews estimates of probable cost and schedules for civil construction projects.

Construction inspection on City utility projects. Confirms construction work is consistent with design documents. Acts as liaison with other City departments relative to design and construction of civil infrastructure as assigned by City Engineer.

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.

Provides training and guidance in engineering methods, calculations and practices to staff, and is available to resolve technical problems. Reviews subdivision plans and discusses proposed developments with the Planning Department. Makes recommendations to the City Engineer on the acceptability of proposed plans. Enforces ordinances and department rules and regulations for private utilities and developers. Reviews Engineering Department permit applications. Ensure compliance with construction documents.

Manages City's contaminated/hazardous waste sites. Coordinates with City's licensed site professionals (LSP) relative to all aspects of the remediation and compliance process. Coordinates with DPS Director, City Solicitor and Mayor's office on status of contaminated sites.

Investigates complaints related to roadway/sidewalk, drainage/sewer/water, and seawall concerns. Makes recommendations on necessary actions regarding said complaints.

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.

As directed, represents the Engineer Department 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 as assigned by the City Engineer.

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 preferred and municipal experience desired. Applicants with strong construction inspection oversight and experience working with contaminated soils/site management preferred.

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 be mobile and communicate with others, and occasionally move up to 25lbs. 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 and position is open until filled.

CITY OF SALEM, HUMAN RESOURCES DEPARTMENT
98 Washington Street, 3rd 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