

Town of Franklin

355 East Central Street
Franklin, Massachusetts 02038-1352



Phone: (508) 553-4810
www.franklinma.gov

Office of Human Resources

POSITION: Staff Engineer
Franklin Department of Public Works (DPW)
HOURS: Full Time - 40 hours per week
SALARY: \$70,000 – \$80,000 annually
POSTED: July 15, 2022
PRIORITY DEADLINE: August 5, 2022

The Town of Franklin seeks an individual to serve as the Staff Engineer. The position reports to the Town Engineer and is responsible for providing civil engineering design and review, permit administration, and construction project management services for public work projects. Assists staff with the planning, design, construction, maintenance, and operation of Town infrastructure including roads, bridges, sidewalks, traffic systems, water, sanitary sewers, and drainage systems.

ESSENTIAL FUNCTIONS:

- Prepares and engineering design plans, specifications and cost estimates for public works projects.
- Performs construction inspections on public works projects to ensure compliance with plans and technical specifications.
- Performs construction cost estimating calculations including field measurements and plan take-offs, and verification of quantities for construction project pay requisitions.
- Coordinates contractor schedules and public communications; responds to project questions and concerns from residents.
- Performs surveying functions for construction layout and data collection.
- Reviews design plans and documentation for permit applications submitted by developers for conformance with Town or other standards and regulations.
- Assists in the review and approval of DPW permit applications and performs field inspections of the permitted work.
- Works with GIS staff to develop and maintain maps and engineering records.
- Provides engineering support for other DPW Divisions and for other Town Departments.
- Performs plan and data research, and assists in the maintenance of electronic and paper Engineering files.
- Responds to questions and requests from residents, businesses, contractors or consulting engineers regarding information related to Town utilities or infrastructure.
- Provides excellent customer service to both external and internal clients.
- Performs other related responsibilities as assigned by the Town Engineer or Director as part of the Public Works Department team.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the materials, methods and practices essential to the construction, design, maintenance, inspection and repair of roads, bridges, drains, water, buildings and sanitary systems.
- Knowledge of principles and practices of civil engineering and inspection procedures as applied to Public Works.
- Ability to understand, explain and apply rules, regulations, policies, procedures, standards and guidelines governing public infrastructure.
- Ability to work in groups and to communicate effectively both verbally and in writing with other employees, contractors, and the general public.
- Proficiency with AutoCAD and other engineering computer applications.

REQUIRED EQUIPMENT OPERATION:

- Operates typical construction related field tools such as survey levels and various other measuring devices.
- Operates standard office equipment, software and engineering computer applications.

REQUIRED PHYSICAL EFFORT:

- Sitting at a desk or standing at assigned locations and working continuously for long periods of time (5 hours).
- Walking long distances (1-2 miles) over terrain under construction.
- Sufficient strength and mobility to participate in field surveys, including carrying heavy or bulky equipment, driving stakes, digging, to enter/exit excavations several feet deep and to work in variable weather conditions for extended periods of time (i.e. cold weather, hot weather, rain, snow, etc.).
- Sufficient motor skills, dexterity and knowledge of engineering techniques: to be able to conduct engineering functions and to operate surveying equipment, computer programs, etc.

REQUIRED QUALIFICATIONS.

- Engineer-in-Training Certification required, Professional Engineer (PE) license preferred
- Valid driver's license
- Previous municipal experience preferred
- B.S. degree in Civil Engineering with 0 to 3 years related experience,
OR
- A.S. degree in Civil Engineering or related field with 3-6 years of related experience.

APPLICATION PROCESS:

Please submit a resume and cover letter in a single PDF document to apply@franklinma.gov. Please put "Staff Engineer" in the subject line.

The selected candidate will be required to successfully complete a pre-employment physical exam including a drug test.