



Job Title: Project Manager
Department: Engineering
Location: Revere City Hall, 281 Broadway, Revere, MA 02151
Hours: Minimum of 39 hours/wk.
Salary: \$55,000 - \$65,000 Annual Base pay and excellent benefits.
Contract: Union position.

DEFINITION

Responsible for providing engineering support in the areas of water distribution, wastewater collection, stormwater collection, street & sidewalk improvement, traffic management, land survey, instrumentation & control, and geographic information systems (GIS) update & maintenance.

ESSENTIAL FUNCTIONS

The essential functions or duties listed below are intended only as illustrations of the various type 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.

- Produces design plans and specifications for water distribution, wastewater collection, stormwater collection, street & sidewalk improvement, and traffic management projects and acts as resident engineer during project construction.
- Reviews and submits GIS updates for the Department's asset management inventories using asset management software.
- Reviews design plans and specifications as prepared by consultant engineers relating to private land development and construction applications to ensure compliance with City and industry standards. Assists with issuance of approvals and permits. Performs field inspections related to compliance with approved plans and specifications.
- Maintains records and files for the Department. Monitors and Responds to inquiries, requests and complaints related to infrastructure condition, operation and installation as needed via telephone, email or in person.
- Performs field investigations, and data acquisition related to ongoing and future planning and construction projects.
- Attends conferences, seminars and training to remain current on changes in standards and regulations relating to municipal engineering.

- Manages City consultants and contractors to ensure efficient delivery of services, completeness of work, and full compliance with City, State and Federal regulatory agencies
- Acts as Chief of Party for surveying related to design and construction phases of projects. Responsible for data updates to the City's GIS and AutoCAD computer programs. Maintains archives of digital and hardcopy files.

QUALIFICATIONS

- Bachelor's degree in Civil Engineering or Construction Management
- At least five years of experience in municipal engineering, or any equivalent combination of education and experience.
- Professional Engineer (PE) registration preferred
- Must possess valid driver's license.
- Revere residency required. Waiver required for non-Revere residents.

KNOWLEDGE, ABILITY, AND SKILLS

Knowledge:

- Knowledge of civil engineering principles and practices, drafting and design.
- Knowledge of relevant federal, state and local laws and regulations.
- Knowledge of hydrological analysis.
- Knowledge of civil construction means and methods

Abilities:

- Ability to establish and maintain effective working relationships with employees, board/committee members, officials and the public.
- Ability to conduct research and prepare reports, meet deadlines and manage multiple projects simultaneously.
- Able to make effective public presentations.
- Ability to communicate effectively and efficiently verbally and in writing.

Skill:

- Skilled in use of computerized design software such as Autocad and GIS applications.
- Skilled in the use of land survey and engineering measurement equipment.
- Working knowledge of Microsoft office and other related computer software.
- Can use research and judgement to effectively solve problems.

WORK ENVIRONMENT

The work environment involves everyday discomforts typical of offices, and regular exposure to outside elements. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. Incumbent may be required to work beyond normal business hours in response to emergency situations or to attend evening meetings.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the person so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time as needed.

The City of Revere is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or protected veteran status, or any other legally protected basis, in accordance with applicable law.

Interested candidates should submit a resume, cover letter and salary requirements to jobs@revere.org by 5:00 PM Friday, December 21, 2018