



*The Town of Concord  
is currently accepting applications for the full-time position of:*

**Public Works Engineer – Water Systems**  
Water-Sewer Division, Public Works Department

Salary range: \$70,307 - \$106,056;  
*Starting salary will be based on experience & qualifications*

Concord Public Works, a recognized leader in the industry, is seeking an individual to plan, develop, coordinate and administer engineering related tasks pertaining to the Town's water and sewer infrastructure. Concord is a progressive, customer-focused municipality, and we take pride in providing a safe and reliable water supply, as well as wastewater collection and treatment for residential, commercial and institutional users. Candidates must have strong project management and organizational skills, as well as the ability to work independently. Excellent written and verbal communication skills are required. We value diversity and welcome candidates of all backgrounds to apply.

Applications will be accepted until the position is filled. All applications will be reviewed and the most highly qualified candidates will be invited to one or more interviews. All applicants will be notified of their standing in the process as soon as a decision has been made on their individual application.

Appointment of the final candidate will be contingent upon the results of pre-placement conditions including criminal and credit history checks, a physical exam and a drug screening. Costs of these pre-placement requirements will be borne by the Town.

For more information or to apply, visit [www.concordma.gov/jobs](http://www.concordma.gov/jobs) or contact Human Resources at 978-318-3025. EOE

## **Public Works Engineer** **Water Systems**

Department:	Public Works, Water & Sewer	Salary Grade:	MP-4
Reports To:	Water and Sewer Superintendent	FLSA Status:	Exempt
Appointed by:	Town Manager	Date:	August 2021

### **GENERAL SUMMARY:**

Under the general supervision of the Water and Sewer Superintendent, plans, develops, coordinates and administers engineering related tasks pertaining to Concord's water and sewer infrastructure. Provides technical and administrative support to operations personnel. Responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control. Performs varied and responsible duties requiring a thorough knowledge of departmental operations and the exercise of judgment and initiative in completing tasks, particularly in situations not clearly defined by precedent or established procedures. Incumbent is called upon to handle a significant amount of details, each varying from the other in substance and content, requiring incumbent to approach workload with flexibility.

### **ESSENTIAL JOB FUNCTIONS:**

*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.*

- ◆ Provides direct oversight of maintenance and improvement activities associated with the Town's Waste Water Treatment Plant (WWTP) and related structures.
- ◆ Performs reviews and submits comments on water and sewer designs associated with larger planning division projects.
- ◆ Develops plans and oversees the management of sewer collection system improvements including infiltration and inflow assessments and rehabilitation.
- ◆ Establishes and/or approves collection system improvement activities involving outside maintenance contractors and associated testing, rehabilitation and reporting activities.
- ◆ Assists in the preparation of WWTP operating and capital improvement budgets. Establishes goals and objectives relating to replacement, rehabilitation and maintenance projects on related equipment.
- ◆ Reviews existing operation, operating policies and systems of all WWTP and construction activities as they relate to performance, and implements policy and procedure changes as appropriate to effect continual improvements of operations safety compliance. Ensures compliance with established regulatory treatment criteria, specifications and standards.
- ◆ Investigates and resolves technically complex engineering and design problems relating to water and sewer systems including treatment processes as well as distribution and collection systems.
- ◆ Oversees construction projects for water and sewer infrastructure, management of construction contracts, review payment requests, review change order request, coordination of contract dispute resolution, tracking of project finances and scheduling and oversight of resident engineering contractors and consultants.

- ◆ Coordinates water and sewer construction projects with other town departments, field operators and contract personnel to ensure timely completion of assignments within defined budget and schedule limitations.
- ◆ Prepares technical bid specifications, requests for proposals and other related documents. Reviews submitted bids and authorizes purchases within scope of authority.
- ◆ Attends meetings with town staff, boards and commissions, consultants and residents to discuss various water and sewer plans.
- ◆ Responsible for submittal of regulatory compliance reports for wastewater related activities in accordance with state and federal regulations and requirements.
- ◆ May assume duties of the Water and Sewer Superintendent in his/her absence, including responsibility for all WWTP operations, activities and staff.
- ◆ Conducts special engineering studies, prepares and presents technical memorandum to the Water/ Sewer Superintendent, Public Works Director, the Public Works Commission or the Board of Selectmen and responds to technical inquiries and requests.
- ◆ Develops and manages an industrial sewer collection system pre-treatment program with authorization for approving associated treatment systems, and monitoring requirements in compliance with all governing rules and regulations.
- ◆ Responds to after hour emergency calls to direct and participate in WWTP operations and compliance activities.
- ◆ May respond to any departmental or broader municipally declared emergency which requires interdepartmental or intercommunity support and coordination.
- ◆ Performs special projects and related responsibilities as initiated and requested.
- ◆ Performs other related duties as required, directed or as the situation dictates.
- ◆ Regular attendance at the workplace is required.

#### **SUPERVISORY RESPONSIBILITY:**

Directly supervises the activities and performance of and provides functional oversight to contractors and consultants for the Wastewater Treatment Plant. May provide occasional supervision and functional oversight to program support staff. Carries out supervisory responsibilities in accordance with Concord's policies and applicable laws. Responsibilities include interviewing, and training employees; planning, assigning, and directing work; appraising performance; addressing complaints and resolving problems.

#### **EDUCATION, EXPERIENCE & SPECIAL REQUIREMENTS:**

- ◆ Bachelor's degree in civil or environmental engineering plus a minimum of five years' experience in planning, permitting, design and operation of wastewater and water works systems and facilities; or any equivalent combination of education and experience. Master of Science degree may be substituted for one year of experience.

- ◆ Professional Engineer Registration preferred.
- ◆ Possession of a valid motor vehicle operator's license.

#### **KNOWLEDGE, SKILLS & ABILITIES:**

- ◆ Complete knowledge of environmental engineering and treatment issues as they relate to sewer and water systems and operations. Familiarity with OSHA work rules and hazardous waste regulations with regard to utilities.
- ◆ Ability to apply theoretical knowledge and concepts to practical engineering situations under normal and emergency operating conditions involving adverse environments. Ability to apply knowledge of computer hardware and software operations to solve engineering and systems problems.
- ◆ Ability to communicate effectively and efficiently both verbally and in writing.
- ◆ Ability to manage multiple project assignments and complete them within established timetables.

#### **WORKING CONDITIONS & PHYSICAL DEMANDS:**

Employee is regularly required to walk, stand, sit, talk and hear. Uses hands to finger, handles, feels or operates objects, tools or controls and reaches with hands and arms as in picking up paper, files and other common offices objects. Employee may infrequently lift and/or move objects weighing up to 50 pounds such as tools, equipment, supplies, etc. Employee must be able to access all levels of a construction site and traverse uneven terrain. Vision and hearing at or correctable to normal ranges.

Much of the work is performed in a normal office environment, not subject to extreme variations of temperature, noise, odors, etc. Moderate physical effort generally required to perform work in the field. Periods spent outside subject to weather conditions while inspecting or directing work. Work is performed in a moderately noisy work environment, with constant interruptions. Frequently subjected to the demands of other individuals and the volume and /or rapidity with which tasks must be accomplished.

Operates computer, printer, video display terminal, keyboard, calculator, telephone, copier, facsimile machine and all other standard office equipment requiring eye-hand coordination and finger dexterity. Balancing, crouching, grasping, pulling, reaching and stooping may also be required.

***The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. 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.***

***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.***