



City of Gloucester

Notice of Position Vacancy

In-House Posting

Date of Notice: February 17, 2026

Position: City Engineer

Location: 3 Pond Road, Gloucester Ma

Reports To: DPW Director

Position Status: Fulltime, in person (35 Hours)

Benefits: Yes

Position Description: See attached

Civil Service: N/A

Bargaining Unit: GMAA

Qualifications: See attached

Pay Grade & Range: Grade M-K \$110,269.53 - \$137,106.30

Contact: Human Resources Department
9 Dale Avenue, Gloucester, MA 01930
jobs@gloucester-ma.gov
(978) 325-5170

Respond on or Before: February 24, 2026

This In-House posting is provided as a courtesy to internal candidates, whose qualifications will be reviewed along with those of external candidates. All city management positions will be filled solely on the basis of qualifications.

AA/EOE

CITY OF GLOUCESTER, MA JOB DESCRIPTION

Title: City Engineer	Classification: M-Scale
Department: Department of Public Works/Engineering	Grade: M-K
Reports to: DPW Director	FLSA Status: Exempt
Effective Date: May 25, 2023	Union Status: GMAA

Summary

Provides project management for design, permitting, and construction capital projects. Oversees and mentors project staff and supervises the Environmental Engineer. Manages water compliance annual budget. Manages contracts for Water and Wastewater treatment and Sewer Pump Station operations. Manages on-call contracts for electricity, plumbing, GIS services, SCADA services, and utility construction. Reviews development projects during the permitting process. Manages city reservoir watershed, dam maintenance contracts, and the Office of Dam Safety compliance. Plans and manages raw water usage and water restrictions. Collects and analyzes cost data and determines feasibility of projects. Performs other duties as required.

Essential Functions

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

- Provides project management for design, permitting, and construction capital projects. Oversees and mentors project staff.
- Supervises environmental engineer.
- Manages water compliance annual budget.
- Manages contracts for Water and Wastewater treatment and Sewer Pump Station operations.
- Manages on-call contracts for electricity, plumbing, GIS services, SCADA services, and utility construction.
- Reviews development projects during the permitting process.
- Manages city reservoir watershed, dam maintenance contracts, and the Office of Dam Safety compliance
- Plans and manages raw water usage and water restrictions.
- Collects and analyzes cost data and determines feasibility of projects.
- Manages and updates infrastructure and systems maps, databases, plans, and records.
- Manages office staff, including hiring, terminations and discipline. Manages the engineering division budget.
- Reviews, negotiates, and approves invoices.
- Manages GIS systems and consultants.
- Attends public meetings as required for City Council and Conservation Committee meetings.
- Prepares grant applications.
- Compiles bid documents and plans for DPW projects.
- Coordinates project plans with DPW Utilities department.
- Provides technical assistance to city departments.
- Assists with a variety of engineering tasks.
- Performs other duties as required.

CITY OF GLOUCESTER, MA JOB DESCRIPTION

Supervision

Supervision Scope: Performs varied and responsible functions of an engineering nature requiring in-depth knowledge of civil engineering, customer servicing, municipal regulations and the exercise of judgment and initiative, particularly in situations not clearly defined by precedent or established procedures.

Supervision Received: Works under the broad guidance of the DPW Director, with weekly guidance from the DPW Director. Duties require the ability to plan and perform operations, independently complete tasks, follow prescribed directives, and set and meet deadlines.

Supervision Given: Supervises four employees: Environmental Engineer, Civil Engineer, Jr. Civil Engineer, and department administrative assistant.

Recommended Minimum Qualifications

Education, Training and Experience

Bachelor's Degree in Civil Engineering plus ten (10) years of increasing responsible engineering experience to include municipal engineering and two (2) years of administrative and supervisory experience or an equivalent combination of education, training and experience are required.

Special Requirements:

Licenses Professional Engineer for Massachusetts (P.E.).
Valid Massachusetts Driver's License.

Knowledge: Advanced knowledge of civil engineering principles, practices, and methods for a municipal setting. Proficient knowledge of City Ordinances and City engineering policies and procedures. Knowledge of and familiarity with operations and maintenance of water and wastewater treatment facilities, procurement regulations, and policy. Knowledge of municipal budgeting and financing regulations, policies and procedures. Knowledge of the hazards and safety precautions of the profession. Knowledge and experience with state and federal environmental regulations. Proficient skill and knowledge with management and supervisory best practices. Knowledge of OSHA.

Abilities: Ability to adhere to safety rules and maintain compliance with safety regulations. Ability to maintain knowledge and skill with new and existing hardware, and with new and existing software systems. Ability to interact appropriately and tactfully with customers and staff. Ability to maintain detailed and accurate records. Ability to manage, supervise, and support staff. Ability to work independently; and ability to set and follow timetables. Ability to multitask and perform data entry. Ability to collaborate and appreciate others viewpoints. Ability to maintain confidentiality. Ability to gather facts, analyze data, make and implement decisions. Ability to solve problems.

Skills: Proficiency: Data entry, GIS browsing and data management, report generation, financial/costing software, and AutoCAD. Proficient interpersonal skills, organizational and customer service skills. Demonstrated experience providing customer service to internal and external customers using tact, proper judgment, courtesy, respect and discretion. Demonstrated ability to work effectively with diverse constituencies and ensure a culturally relevant and sensitive approach. Accomplished in demonstrating adaptability, and able to present and accept a diverse perspective. Proficient project management skills. Proficient research and time management skills. Proficient written and verbal communication skills. Proficient computer skills including MS Office Suite and proficient skills to use existing software and applications and to learn and use new software and applications.

City of Gloucester, MA

City Engineer - DPW

Page | 2

CITY OF GLOUCESTER, MA JOB DESCRIPTION

Job Environment

- Work is performed in all weather conditions, with moderate to very loud noise levels, working near moving mechanical parts in areas with toxic or caustic chemicals.
- Work is subject to fluctuations, and administrative deadlines.
- Operates computer, printer, telephone, copier, facsimile machine and standard office equipment.
- The employee has frequent contact with the public, DPW staff, water and wastewater contract operation company, engineering consultants, City and state employees, permittees, and building permit applicants. Communication is via telephone, email, in person, and in writing.
- The employee has access to confidential data.
- Errors could result in delays and/or loss of service, monetary loss, damage to buildings and/or equipment, and legal ramifications.

Physical Requirements

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to communicate, talk and listen. Frequently, the employee is required to sit; and occasionally the employee is required to stand; walk; use hands to finger, handle or feel; climb or balance; stoop, kneel, crouch or crawl; reach with hands and arms; and taste or smell. The employee occasionally must lift and/or move objects weighing up to 10 pounds, and seldom must lift and/or move objects weighing up to 30 pounds. Vision and hearing at or correctable to normal. Close, distance, and color vision are necessary. This position requires the ability to operate a keyboard at efficient speed and to operate an automobile.

The City of Gloucester, MA is an Equal Opportunity Employer. Diverse candidates are encouraged to apply. No Residency Requirement.

In the City of Gloucester, we value diversity, equity, and inclusion and believe that everyone in the community deserves excellent public services and access to resources regardless of race, gender/gender identity, religion, ethnicity, physical abilities, age, sexual orientation, veteran status or personal experience. We believe in the benefit of diversity which allows us to become aware of varied ways of engaging with citizens and to discover, design and deliver enriched solutions and services for our community. The City embraces and encourages all qualified candidates to apply.

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.