



TOWN OF HOLDEN

NOTICE OF VACANCY

OPEN DATE: 7/25/25 **CLOSE DATE:** Until Filled
DEPARTMENT: Public Works
JOB TITLE: Civil Engineer
SALARY RANGE: \$72,084-86,043/Year
HOURS: 35 Office Hours/Week (Mon, Wed, Thurs 8-4, Tue 8-5, Fri 8-12)
REPORTS TO: Town Engineer
BENEFITS: Vacation, sick and personal time available; Worcester Regional Retirement System; Health Insurance, Dental, Vision and Life Insurance available; View available options and premium rates at www.holdenma.gov/employeebenefits
HOLIDAYS: 12 paid holidays per year.

GENERAL SUMMARY:

Under the supervision of the Town Engineer and/or Director of Public Works, provides a variety of professional engineering services including those related to permitting, inspection, project management, design, review, estimating, subdivision control and other related functions to the Department of Public Works (DPW). This position shall also support all other Departments within the Town.

ESSENTIAL JOB FUNCTIONS:

- Supports the Town Engineer and Director of Public Works as directed, including the preparation of technical specifications, drawings and other contract documents for bidding and bid evaluations, performed internally or by a professional consultant.
- Writes memoranda, letters, and reports to supervisors concerning the status of engineering projects or problems.
- Maintains engineering drawings and records information within the division filing system. Retrieves drawings and other records for citizens, contractors, and Town and State officials.
- Perform engineering duties related to a variety of Public Works projects related to roadway, drainage, water, and sewer systems, parks, cemeteries and other public infrastructure projects.
- Inspect and provide oversight of construction projects as field/resident engineer; maintain daily site work log covering construction activities; attend contract meetings; enforce specifications; monitor contract progress and project schedules; verify quantities for invoices; transfer as-built information onto contract drawings; write field inspection/progress reports and prepare technical memoranda, and; assist in the review of contract transmittals for compliance with the specifications.
- Review of permits related to street entry, water and sewer connections and repairs, including the calculation of related fees, maintenance of online permitting system, and field inspection of water and sewer connections.
- Perform reviews of permits and applications to the Planning Board, Zoning Board of Appeals and Conservation Commission and other Boards, Commissions and Committees as applicable.
- Coordinate and track the State's highway reimbursement program (Chapter 90) and ensure timely project request and reimbursement submittals.
- Assist the Town Engineer in maintaining day to day compliance with the Town's EPA NPDES MS4 General Permit.
- Acts as a point of contact for public inquiry regarding Town engineering projects and construction activities.



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- Manage subdivision construction activities; conduct inspection of utilities, review construction plans, estimate bonding requirements and ensure work is performed in compliance with applicable laws, regulations, licenses, etc.
- Perform responsible engineering, drafting, and surveying functions, requiring the limited exercise of some independent judgment in setting priorities.
- Provide service in excess of eight (8) hours per day and forty (40) hours per week during times of emergency and project need.
- Operate AutoCAD software to design, plot and plan professional engineering projects.

OTHER DUTIES AND RESPONSIBILITIES:

- Maintain detailed and accurate records of all drawings and engineering activities relating to all Public Works divisions.
- Provide general engineering information and assistance to Town Departments, representatives of utility companies, private engineers and architects, developers, lawyers, and the general public.
- Provide assistance to other Town Departments during times of public emergencies.
- Perform other related duties as assigned.

SKILLS/EXPERIENCE/TRAINING REQUIRED:

- Bachelor's degree in civil engineering and 2 to 5 years of related engineering experience in design and construction. Public Works experience preferred.
- Engineer-in-Training (EIT) Certification preferred, or the ability to obtain an EIT Certification within 1 year of employment.
- General knowledge of current methods and techniques related to civil engineering and surveying.
- Ability to communicate effectively both verbally and in writing, to establish positive public relations for the Town, and to interact effectively with a wide variety of constituencies.
- Familiarity and/or aptitude to be trained in the operation of GIS mapping platforms including ArcGIS, PeopleForms, and MapsOnline,
- Familiarity and/or aptitude to be trained in stormwater rules and regulations, and other applicable State and Federal laws related to environmental matters.
- Ability to pass a Criminal Offender Record Information (CORI) check.
- Shall possess a Massachusetts Class D Driver's License.

SUPERVISORY RESPONSIBILITY:

May occasionally provide functional oversight to engineering co-ops and/or interns.

WORKING CONDITIONS:

Work days may be either spent indoors not subject to extremes in temperature, noise, etc. or be spent in the field inspecting a variety of work sites and exposed to temperature extremes, noise, etc. Field work includes accessing work on active construction sites. Occasional climbing, lifting, walking, bending during field work. Operate automobiles, personal computers, plotters, survey level and transit, and related equipment requiring eye-hand coordination and finger dexterity.



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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.

ADA COMPLIANCE STATEMENT

In accordance with the Americans with Disabilities Act (ADA), the Town will provide reasonable accommodations to qualified individuals with disabilities who can perform the essential functions of the job. The duties listed in this job description represent the essential functions of the position. Employees or applicants who need reasonable accommodation should contact the Human Resources Department.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Town of Holden is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, gender identity, sexual orientation, national origin, ancestry, age (40 or older), disability, genetic information, military service, veteran status, or any other characteristic protected by federal, state, or local law. This policy applies to all terms and conditions of employment including hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

APPLICATIONS AVAILABLE: OFFICE OF TOWN MANAGER, 1204 MAIN STREET, HOLDEN, MA 01520

Or online <https://www.holdenma.gov/town-manager/files/employment-application>

SEND RESUMES, COVER LETTERS AND APPLICATION TO:
OFFICE OF TOWN MANAGER, 1204 MAIN STREET, HOLDEN, MA 01520
Or via email at resumes@holdenma.gov.

**FOR FURTHER INFORMATION CONTACT TOWN MANAGER'S OFFICE
1204 MAIN STREET, HOLDEN MA 01520 (508) 210-5501
EQUAL OPPORTUNITY EMPLOYER
THE TOWN OF HOLDEN DOES NOT DISCRIMINATE AGAINST THE HANDICAPPED**