



Emily Russo  
Director of Human Resources

# City of Easthampton

## Human Resources Department

City Municipal Building

50 Payson Avenue

Easthampton, MA 01027

Tel: 413-529-1466 Fax: 413-529-1488

POSITION OPENING:

## **STAFF ENGINEER**

**Job Type:** Full-Time, 34 Hours per week

**Salary:** \$33.29 – \$39.75 per hour

**Posted:** August 12, 2024

**Closing Date:** Until Filled

### **JOB DESCRIPTION**

The City of Easthampton is looking for a Staff Engineer. This position provides technical civil and environmental engineering with a focus on permitting, design, and construction administration. The Staff Engineer gives operational and technical support on projects to maintain and improve the city's roadway and water resources infrastructure. They support the City Engineer and Department of Public Works on all infrastructure-related planning, design, construction, operation, maintenance activities, and other related work.

### **ESSENTIAL FUNCTIONS**

- Provide the Department of Public Works with engineering design, permitting services, and other technical assistance.
- Prepare engineering documents by developing construction specifications and plans.
- Prepare feasibility studies and cost estimates for City projects as needed.
- Prepare engineering surveys, design plans, and specifications for water, sewer, storm drain, and street and sidewalk projects.
- Perform resident project representative services for public works projects and inspect private development projects. Perform calculations and quantities on construction projects and prepare as-built sketches for records.
- Provide information and assistance to other city departments, contractors, private utilities, building inspectors, estate agencies, and residents requesting technical data.
- Provide administrative assistance to maintain project records, as-built and tie information, and infrastructure plan records. Prepare and maintain department files.
- Ensure regulatory compliance for multiple facilities, stormwater systems, sewer systems, water systems, and landfills.
- Under the direction of the City Engineer, coordinate Public Works projects and operations with local, state, and federal regulatory agencies, particularly the Massachusetts Department of Transportation Improvement Program (TIP) projects.
- Perform other similar or related work as required or as the situation dictates.

### **EDUCATION AND EXPERIENCE**

A Bachelor of Science degree in civil engineering from an accredited college is required; experience in municipal engineering or a related field is preferred, or any equivalent combination of education and experience.

**Additional Requirements**

Engineer in Training (EIT) (desired)

Massachusetts Motor Vehicle Operator license

Osha 10 certification

**HOW TO APPLY**

Applicants who wish to be considered may submit their completed application to the Human Resources Department, Municipal Building, 50 Payson Ave, Easthampton, MA 01027, or email their application to [personnel@easthamptonma.gov](mailto:personnel@easthamptonma.gov) on or before the closing date.

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**