

**Town of Provincetown, Massachusetts**  
**Town Engineer Job Description**

**Definition:**

The Town Engineer must possess administrative, technical and supervisory proficiency in planning, organizing, implementing, procuring, and monitoring all capital improvement projects as assigned by the Director; serving as engineering advisor to the Director and serves as the Town's Owners Project Manager (OPM) as requested by the Director.

**Supervision:**

The Town Engineer works under the administrative direction of the Director of Public Works and receives, understands, and executes oral and written direction.

The Town Engineer is responsible for performing highly complex duties that will require extensive professional engineering, contracting, and procurement expertise; independent judgment; initiative in budgeting, scheduling, and administering work assignments. Refers issues to the Director for clarification and/or interpretation of policy and process.

**Job Environment:**

The Position's administrative duties are performed in an office setting. Other duties are performed in the field with exposure to variable weather conditions and hazards associated with construction sites.

Errors could result in lower standards of service, damage to infrastructure, danger to public health and safety, environmental pollution, and possible fiscal and legal liability.

The Town Engineer is to use professional discretion when handling the Department's and other related confidential information including litigation, land takings and bid proposals.

The Town Engineer has regular contact with representatives of federal, state and county agencies as well as other Town departments and frequent contact with contractors, civic organizations, consultants and the general public, requiring professionalism, courtesy, patience and tact.

**Essential Functions:**

*(The essential functions of duties listed below are intended 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)*

Works with the Director and Deputy Director in providing engineering support to all Public Works divisions and projects as well as assisting other Town departments and boards with engineering advice and guidance as requested.

Supervises all designs, construction, and repairs for Town roads, sidewalks, parking lots, drainage systems, traffic control, building maintenance and building projects.

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Organizes and supervises the preliminary development of cost estimates, preparation of bid documents, advertising, evaluation of bids or proposals, and recommendations for award to the Director and Town Manager.

Reviews and inspects all work in progress, and upon completion, verifies all specifications were followed.

Determines applicable codes, regulations, and requirements for assigned projects and verifies that the project contractors are adhering to all applicable codes. Also, ensures that all applicable permits have been submitted and approved at both local and state levels.

Assists Director and Deputy Director in planning the Department's annual and long range work program and budgets; schedules work assignments; evaluates new techniques and methods of construction and repair; maintains contact with federal, state and county agencies as well as town departments to ensure compliance with laws and regulations pertaining to engineering oriented projects.

Researches applicable grants and prepares grant applications to assist the Town in financing projects.

Attends local, state or other meetings as requested or required.

Perform related duties as requested.

**RECOMMENDED MINIMUM QUALIFICATIONS**

**Education and Experience:**

A Bachelor's Degree in Civil Engineering or related engineering field required; five to seven years of professional/technical experience in civil engineering work including budgetary and supervisory experience; or any equivalent combination of education and experience.

Computer skills/experience in CAD and Microsoft Office applications are required.

**Special Requirements**

Registration as a Professional Engineer by the Commonwealth of MA, Board of Registration of Professional Engineers preferred. Professional Land Surveyor license is preferred but not preferred. Valid class D motor vehicle license required. Must be able to pass a CORI test post offer.