



# HUMAN RESOURCES DEPARTMENT

City of Burlington

179 South Winooski Ave, Burlington, VT 05401

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## PUBLIC WORKS ENGINEER - WATER RESOURCES PUBLIC WORKS DEPARTMENT

**POSTING DATE:** July 6, 2015

**RATE OF PAY:** \$30.9063 / hr

**EXEMPT/NON-EXEMPT:** Exempt

**DEADLINE TO APPLY:** July 27, 2015

**POSITION STATUS:** Regular Full Time

**CLASSIFICATION GRADE:** 21

**UNION:** Non-Union

### **APPLICATIONS CANNOT BE ACCEPTED AFTER THE DEADLINE DATE**

Assists Senior Public Works Engineer – Water Resources to provide technical and engineering support to the operations and capital improvements associated with Water Supply treatment/distribution, Wastewater treatment/collection and Stormwater management/collection.

#### **Essential Job Functions:**

- Assists Senior Public Works Engineer – Water Resources with work on Water / Wastewater / Stormwater design engineering and construction projects; responsible for the production of design calculations, technical reports, permitting, detailed design and engineering plans and specifications for Water / Wastewater / Stormwater projects including; plant upgrades, storage facilities, pipelines, pump stations, distribution / collection systems, treatment systems, and stormwater systems including green infrastructure practices.
- Develops plans, specifications, requests for proposals, and other contract documents for Water/Wastewater/Stormwater projects.
- Assists Senior Public Works Engineer – Water Resources in the collection/evaluation of information related to Capital Improvement Planning for Water supply treatment/distribution, Wastewater treatment/collection and Stormwater management/collection systems.
- Provides technical support Stormwater Program in the identification, design and construction of green infrastructure stormwater practices to improve water quality and reduce water quantity discharge to the collection system.
- Serves as task manager on projects to manage task related budgets and schedules, lead task deliverables, and assists with the development and management of plans, permit checklists and scopes of work.
- Manages the production of engineering and construction drawings, specifications, bid packages, and cost estimates for projects.
- Prepares engineering drawings and technical specifications
- Conducts computer modeling (PCSWMM, KYPipe2000, HydroCad) related to water resources.
- Prepares written technical reports.
- Will exercise their own judgment on details of work and in making preliminary selections and adaptations of engineering alternatives.
- Provides support to Water Resources asset management plan compliance.
- Represents the city at various public forums.
- Prepares, submits and presents reports to the Mayor, City Council, Public Works Commission and other committees regarding assigned activities.
- Meet regularly with Senior Public Works Engineer – Water Resources to evaluate project priorities, budgets and schedules.
- Maintains accurate records and files.

#### **Qualifications/Basic Job Requirements:**

- Bachelor's degree in Civil Engineering with demonstrated experience in at least 2 of the following fields (Water supply, Wastewater Treatment/Collection, Stormwater Management). Additional experience may be substituted for a degree requirement on a two-for-one year basis.
- PE or EIT, with ability to obtain a Vermont PE within 3 years.
- Minimum 4 years' experience in the Water Resources Engineering field.
- Functional understanding and experience with AutoCad.
- Must have experience in project management, including developing and maintaining project budgets, schedules, procurement and project controls.

- Must have experience in water/wastewater/stormwater (or, at a minimum some combination of at least 2 of those areas, i.e. water/wastewater, wastewater/stormwater or water/stormwater) design and construction administration/oversight project as a task manager or design/technical lead on a variety of projects.
- Preferred experience with municipal public works infrastructure planning, design, construction, operations.
- Preferred functional understanding and experience with ArcGIS
- Must have experience operating hydraulic and hydrologic models; preferred experience building, calibrating, operating KYPipe 2000 and PCSWMM models.
- Must have knowledge of methods, materials, procedures, and standard practices of construction, including public works projects; contract negotiation and administration;
- Must have strong computer skills; demonstrated ability to effectively use computer equipment and related software; competent in use of Microsoft Office Suite (Excel, Word, PowerPoint, Publisher).
- Must have skill in public speaking with the ability to present public education programs
- Must have the ability to occasionally work beyond normal hours, at night or weekends and to travel to various seminars and conferences for the benefit of the Department.
- Must have the ability to exercise independent judgment within the limits of the position.
- Ability to communicate professionally and diplomatically with contractors and the public regarding the various projects under development and construction.
- Must be able to handle various projects at the same time, work effectively under pressure and keep schedule on track.
- Ability to read, analyze and modify specifications and blueprints to ensure work complies with all contract specifications.
- Ability to establish and maintain good relations with his/her co-workers.
- Ability to obtain and maintain a valid Vermont State Driver's license required.
- Ability to receive constructive criticism and react appropriately.
- Must be able to operate and have a general working knowledge of personal computers, telephone communications equipment and other standard office devices.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.

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**To Apply: Submit a cover letter, resume and City of Burlington Application to:** Human Resources Department, 179 So. Winooski Ave., Burlington, Vermont 05401. To obtain an application or for more information about the City of Burlington, please see our website: [www.burlingtonvt.gov/HR](http://www.burlingtonvt.gov/HR).

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.

WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.