



HUMAN RESOURCES DEPARTMENT

City of Burlington

200 Church Street, Suite 102 Burlington, VT 05401

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PUBLIC WORKS ENGINEER PUBLIC WORKS DEPARTMENT

POSTING DATE: May 25, 2016
RATE OF PAY: \$30.9063/hr
EXEMPT/NON-EXEMPT: Exempt

DEADLINE TO APPLY: June 30, 2016
POSITION STATUS: Limited Service Full Time
CLASSIFICATION GRADE: 21
UNION: Non-Union

APPLICATIONS CANNOT BE ACCEPTED AFTER THE DEADLINE DATE

This position is responsible for the professional and administrative engineering work involved in the development and implementation of various projects for the City of Burlington.

ESSENTIAL JOB FUNCTIONS:

- Assist the community, the City Administration, and all departments and commissions in developing plans for construction and/or improvements to roads, structures and facilities. This includes identifying the vision, goals, objectives, and needs; obtaining professional services; preparing contract documents; and obtaining permits.
- Collaborate and work cooperatively. Communicate regularly with officials at all levels within the City administration; City departments; local, regional, and state transportation planners, engineers, and providers; consultants and contractors; and the public.
- Balance needs and resources. Collaboratively prioritize projects and develops conceptual improvement plans that balance the needs of the public, the City, and the region with the availability and constraints of known resources.
- Encourage inclusivity. Understand the importance of diverse participation and includes all relevant stakeholders in project and program development. Advance public participation and outreach for the Engineering Division.
- Monitor the engineering and technical performance of contractors and consultants to ensure success of the projects.
- Maintain financial records for projects and makes recommendations for payments to contractors and consultants.
- Utilize the services of consulting engineering and designers through the competitive bid selection process.
- Represent the City at various public forums and meetings.
- Manage and advance infrastructure projects and programs.
- Manage in-house traffic engineering and safety projects from conceptual design to project completion. May prepare preliminary plans, specifications and bid documents, including an engineer's opinion of probable cost. Document and authorize appropriate plan deviations or variances from a standard as appropriate.
- Prepare and/or review transportation planning reports, traffic studies, and traffic engineering specifications/plans/estimates of cost, construction schedules, and project budget, design and construction details relative to individual traffic projects.

QUALIFICATIONS/BASIC JOB REQUIREMENTS:

- Bachelor's Degree in Civil Engineering required. Additional experience may be substituted for a degree requirement on a two-for-one year basis.
- Minimum of five (5) years of experience including civil engineering and project and/or program management.
- Professional experience in a municipal setting desired.
- Demonstrated experience performing traffic studies, preparing traffic design plans, specifications, bid documents and cost estimating is desired.
- Knowledge of transportation engineering principles is required.
- Knowledge of the principles, practices, and techniques of transportation planning is desired.
- Knowledge of State and Federal laws, policies, and regulations related to the field of urban transportation is desired.
- Ability to establish and maintain good relations with co-workers.
- Ability to receive constructive criticism and react appropriately.
- Demonstrated knowledge of engineering methods, design standards materials and project management.
- Ability to read, analyze and modify specifications and plan sets to ensure work complies with all contract specifications.
- Ability to provide excellent customer service, communicate professionally and diplomatically with contractors and the public.
- Ability to establish and maintain effective working relationships and use good judgment, initiative, and resourcefulness when dealing with the media, the public, other employees, elected officials, consultants, contractors, and other government entities.
- Ability to communicate clearly, professionally, diplomatically, and persuasively both orally and in writing.
- Must be able to assess situations, solve problems, manage multiple projects, work effectively under stress, within deadlines, and in public situations.
- 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.
- Ability to facilitate and attend meetings at times other than regular business hours.
- 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.

To Apply: Submit a cover letter, resume and City of Burlington Application to: Human Resources Department, 200 Church Street, Suite 102, Burlington, Vermont 05401. To obtain an application or for more information about the City of Burlington, please see our website: 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.