



**NOTICE OF VACANCY
July 29, 2015**

POSITION: Engineering Administrator – Capital Program

DEPARTMENT: Public Works

SALARY: M-4 \$45,948 -\$54,915

HOURS: Monday – Friday 8:00 am – 4:30 pm

Statement of Duties: The Engineering Administrator is responsible for various tasks to support infrastructure capital improvement projects and general operations. These include project/program management and financial/administrative tasks for water, wastewater, stormwater and transportation improvements projects. The Engineering Administrator supports the implementation of DPW's programs, projects and initiatives. Employee is required to perform all similar or related duties.

Supervision Required: Under direction of the Chief Engineer or designee, the employee plans and carries out the regular work in accordance with standard practices and previous training, with responsibility for determining the sequence and timing of actions and exercises independence in planning and organizing the work activities, including determining work methods.

Supervisory Responsibility: May on occasion be responsible for the conduct of subordinates or oversee the work of consultants and contractors.

Confidentiality: The employee has access to confidential information obtained during performance of regular position responsibilities.

Accountability: The nature of the professional or technical work means that errors in analysis, techniques or recommendations would probably be difficult to detect. Consequences of errors, missed deadlines or poor judgment could result in excessive costs, delay of service delivery, or legal repercussions.

Judgment: Exhibit independent judgment in the absence of supervision to make and administer decisions based upon Town policies, rules and regulations to ensure Town interests are met.

Complexity: The work consists of a variety of duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

Work Environment: Working conditions may involve exposure to intermittent machine or related noise or a combination of unpleasant elements such as odors, chemical fumes, dust, smoke, heat, cold, oil, dirt or grease. Work may involve working around heavy equipment. Work may also involve occasional mental stress, such as completing several unrelated tasks within a relatively short period of time.

Nature and Purpose of Public Contact: Relationships with co-workers and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations such as vendors, banks and/or developers/ contractors. More than ordinary courtesy, tact, and diplomacy may be required to resolve complaints or deal with uncooperative or uninformed persons.

Occupational Risk: Duties generally do not present occupational risks to the employee. An injury could occur, however, through employee failure to properly follow safety precautions or procedures. Examples of injury include bruises from falls, cuts, or muscular strains from lifting or carrying department equipment or materials.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type 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.

- Assist with the coordination and management of private consultants in study, design and construction of infrastructure capital improvement projects.
- Work cooperatively with other town employees and private organizations to facilitate project implementation and completion.
- Learn and understand basic to complex principles and techniques; convey or exchange administrative, mechanical and construction-related information; acquire knowledge of topics related to the position.
- Assist Project and Senior Project Managers as may be required to complete capital projects, including the coordination and management of project databases and document management software.
- Operates the department's GIS Asset Management system in the generation of capital project reports and statistics as well as automated work orders.
- Performs a range of administrative and clerical services including but not limited to greeting and directing visitors, answering phone calls, processing vendor invoices, purchase orders, department payroll, accounts payable, attendance tracking, budget status, compiling reimbursement requests, maintaining department record files, inventory, and entering data in to the department's database management system.
- Provides analysis of incoming invoices from vendors to ensure accuracy in payments and account charges, and process and track all purchase orders and requisitions for the Division and maintain an accurate filing system for all invoices, budget reports, purchase orders, contracts and other pertinent financial information.
- Assists in the development of project budgets, tracking capital expenses, preparation of grant reimbursement requests, and tracking division revenue. Prepares budget transfers, reclassifications, and budget update reports. Prepares various reports and spread sheets including but not limited to accounts payable, payroll, employee attendance and compensation tracking, budget status, CORI checks, meeting agenda, meeting minutes, etc.
- Responsible for the coordination of customer inquiries and response in an effective and efficient manner, in accordance with Department protocol and with the Town of Framingham's Customer Service Policy. Aids in the resolution of complaints and inquiries. Occasional night meeting with boards, commissions and the general public may be required.

- Responsible for the management and maintenance of department plans and records in accordance with the State Records Retention law. Researches department files for department staff, other departments, from the general public or in response to public information inquiries.
- Maintains confidentiality and discretion in the performance of duties associated with personnel matters and transcribes notes from meetings involving the resolution of sensitive human resource and labor relation issues.

Recommended Minimum Qualifications:

Education and Experience: Bachelor's degree with three to five (3-5) years of related work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

Special Requirements: Class D Motor Vehicle Driver's License.

Knowledge, Abilities and Skill:

Knowledge: Basic knowledge of the principles, practices and techniques of water, sewer, stormwater and roadway design and construction. Knowledge of office procedures, computer programs and equipment, accounting, payroll, purchasing, and federal, state laws and town bylaws pertaining to operations. Knowledge of technology including but not limited to office and financial management software (word processing and spread sheet applications) and use of the Internet in support of department operations.

Abilities: Ability to collect and organize data and develop presentations. Ability to use considerable initiative, think independently and exercise sound judgment. Ability to exercise proper professional and technical judgment. Comply with Town and Department policies and procedures. Comprehend, interpret and apply regulations and procedures. Ability to communicate effectively both orally and in writing. Ability to deal courteously and effectively with the public.

Skill: Proficient computer skills (i.e. MSWord, MSEXcel, MSAccess, MSPowerPoint, MSProject); proficient written and oral communications skills; proficient data processing, application of financial software, and keyboarding skills. Proficiency with Munis, GIS, and document management software is desirable.

Physical and Mental Requirements :

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Demands: Little or no physical demands are required to perform assigned work. Occasionally, the work may require the lifting, pushing, or pulling objects and carrying them. There may also be a need to stretch and/or react to retrieve materials or equipment.

Motor Skills: Duties may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination. Examples include operating a motor vehicle, using a personal computer, or climbing a ladder.

Visual Demands: Visual demands include constantly reading documents for general understanding and for analytical purposes, routinely reviewing non-written materials such as maps and blueprints for analytical purposes and with a need to determine colors.

Please visit our website:

<https://ess.framinghamma.gov/MSS/employmentopportunities/default.aspx>

The Town of Framingham is an Affirmative Action Equal Opportunity Employer.