Re: Civil Engineer I Position (Entry Level)
Department of Public Works

Closing Date: March 30, 2015

How to Apply:

1. Go to City of Springfield, MA website http://www3.springfield-ma.gov/cos/

2. Click on Employment Opportunities in the column on the left. http://agency.governmentjobs.com/springfieldma/default.cfm

3. Look for and click on Civil Engineer I under the “POSITION” column.

4. Click on “APPLY”, located near the top right of the job description. Applicants must create a user ID and apply online.
Employment Opportunities

Job Title: Civil Engineer I
Closing Date/Time: Mon. 03/30/15 11:59 PM Eastern Time
Salary: $50,355.76 Annually
Job Type: Full Time
Location: CPW0-DPW Administration

Position Purpose/Summary

Responsible for performing full administrative, supervisory, and civil engineering, inspection and permitting processes for industrial, commercial and residential civil engineering construction site work throughout the City of Springfield. Work is performed in accordance with the principles and practices of civil engineering, and regulations and ordinances of the City of Springfield under the supervision of the City Engineer. Indirect supervision is exercised over contractors and professionals hired by the City.

Essential Functions:

- Establishes and maintains a permitting and inspection program for street excavation, occupancy and public event permitting. Issues permits, reviews applications and conducts record keeping and administration.
- Works on administrative communication, reports and correspondence related to engineering projects.
- Inspects current City projects, subdivisions, etc.
- Monitors field inspectors, compliance, enforcement, and engineering calculations for conformance.
- Conducts utility and R.O.W. research for private firms.
- Works on classification and investigation of traffic regulations and recommendations to Traffic Commission.
- Manages engineering databases. Updates GIS maps as needed.
- Extracts needed information for cost estimating purposes.

Knowledge, Skills, and Abilities:

- Knowledge of civil engineering theories and principles.
- Ability to research and resolve problems independently.
- Ability to maintain complex records and develop summary reports.
- Knowledge of CAD drawings.
- Knowledge of easements and related survey terms.
- Knowledge of legal aspects of land conveyance.
- Ability to examine and/or review plans and design specifications for environmental impact and conformance to sound engineering principles and practices.

**Education and Experience:**

- Bachelor's degree in civil engineering or related field.
- Two years of civil engineering experience.
- Knowledge of state and federal regulations.