

# Town of Stoneham

Office of the  
Town Administrator



Human Resources  
(781) 279-2620

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## Job Description

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Job Title: Operations Engineer  
Department: Department of Public Works  
Supervision: Reports to DPW Director  
Scheduled Hours: 40 Hours per Week  
Union Affiliation: Stoneham Classified Employee Association  
Salary: Grade 52

### **Primary Purpose:**

Under the general direction of the Director of Public Works and Deputy Director of Public Works, the Operations Engineer applies professional skills and knowledge to work with the Department of Public Works, its consultants, and other Town staff to perform field work, office work, perform survey and layout assignments, and provide support to the Town of Stoneham Department of Public Works in a professional nature.

### **Essential Duties and Responsibilities:**

- Assists and coordinates with the Deputy Director activities of Public Works staff with other Town departments.
- Administers in the creation of project and program development & implementation.
- Prepare estimates, budgets and evaluate cost alternatives for public works projects.
- Prepare and evaluate contract documents for various services and materials.
- Administration and oversight relative to all necessary contracts.
- Manage projects from inception to completion.
- Prepare the necessary documents associated with the annual Chapter 90 paving program.
- Perform technical design related to public works projects.
- Utilize engineering instruments for surveying (laser level, total station, GPS unit, etc.).
- Provide engineering utility inspection services on private developments, as directed.
- Coordinates all engineering/construction related activities with the Director and Deputy Director.
- Provide resident engineering tasks for Public Works projects.
- Assist the Director with site plan and engineering technical reviews
- Performs other related duties, as required

Operations Engineer  
Department of Public Works  
2/12/2020

**Supervision:**

Works under the direct supervision of the Director & Deputy Director of Public Works.

**Education and Experience Requirements:**

- Bachelor's Degree in Civil Engineering required.
- A minimum of five to seven years of acceptable civil engineering, general construction knowledge, or any equivalent combination of education and experience.
- Fundamentals of Engineering Exam (FE) or Engineer in Training (EIT) certification preferred, but not required

**Knowledge, Ability and Skills:**

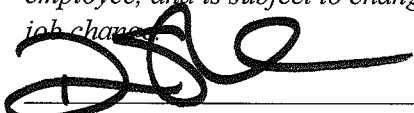
- Possess a valid Class D Driver's License
- Ability to write clearly and concisely.
- Ability to operate a keyboard/computer at an efficient speed.
- Ability to plan, organize, communicate, and collaborate with others.
- Ability to develop and sustain positive relationships with vendors, general public and colleagues
- Proficiency in utilizing computer programs such as AutoCAD, ArcGIS and Microsoft Office.


**Physical Demands:**

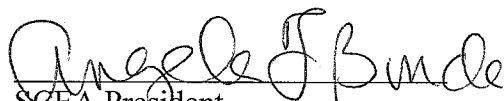
The employee shall operate standard office equipment. Minimum physical effort is required to perform most duties. The employee is required to stand, walk, sit, speak and hear, and use hands to operate equipment. Vision requirements include the ability to read documents and use a computer. This position may require work to be performed outside, in the field. Work environment in the field may be noisy, subject to extreme temperature changes, potentially be interrupted, and may include work near heavy construction or mechanical equipment. The employee must occasionally lift and/or move objects weighing up to 35 pounds.

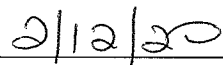
The Town of Stoneham is an Equal opportunity/ Affinitive Action Employer.

*This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*

  
\_\_\_\_\_  
Town Administrator

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
SCEA President

  
\_\_\_\_\_  
Date

Operations Engineer  
Department of Public Works  
2/12/2020