

**POSITION:** PROJECT COORDINATOR (Engineering Division)  
**LEVEL:** GRADE 12 \$17.14/hr - \$26.25/hr  
**DEPARTMENT:** PUBLIC INFRASTRUCTURE

**FUNCTION:** Interprets engineering data by applying knowledge of engineering principles in order to meet project objectives.

**SUPERVISION RECEIVED:** Works under the general supervision of the Supervising Civil Engineer or employee of higher grade.

**SUPERVISION EXERCISED:** May exercise supervision of lower level technical and/or professional employees.

**RESPONSIBILITIES:** Prepares technical specifications for highway constructions, service maintenance work, water and wastewater treatment facilities, buildings and recreational facilities. Examines and/or reviews plans, designs and costs of proposed projects and requirements of environmental impact regulations. Inspects construction and/or maintenance work completed or in progress. Supervises work of contractors. Coordinates and assists in Chapter 90 State Aid Construction Projects, Federal Disaster Grants, Recycling, and the City's Geographical Information System (GIS), as well as other special projects. Keeps abreast of changes and developments in the civil engineering discipline by attending conferences, meetings and seminars.

Performs related work as required.

**DESIRED MINIMUM QUALIFICATIONS:** Must have attained knowledge equivalent to at least three years of full-time, or equivalent part-time, technical or professional experience in Civil Engineering work in such areas as construction design, transportation, sanitary, drafting, environmental, highway, architectural, airport, soils and materials of which at least one year must have been in a professional capacity; or any equivalent combination of the required experience and education. Degree in Civil Engineering preferred.

**SPECIAL REQUIREMENTS:** Possession of a valid Massachusetts driver's license with good driving record. Mandatory CORI (Criminal Offender Record Investigation) background check per City Council Ordinance effective May 14, 2013.

**PHYSICAL AND ENVIRONMENTAL STANDARDS:** Duties require frequent and extended periods of outside work, subject to all weather conditions and extremes, continuous walking, standing, climbing and frequent periods requiring sustained uncomfortable physical positions;. Regular and sustained periods of strenuous physical exertion, requiring the ability to lift, carry and position heavy objects utilizing proper body mechanics and techniques. May require the exercise of caution when operating equipment or handling chemicals or other toxic materials and utilization of proper sanitary precautions when handling any potential hazards.

**SELECTION GUIDELINES:** Formal application; rating of education and experience; oral

interview and reference check; job-related tests may be required.

The duties listed above are intended only as illustrations of the various types 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.

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