



# CITY OF NEWPORT, RHODE ISLAND

## CAREER OPPORTUNITY

<b>Position Title:</b>	<b>DEPUTY CITY ENGINEER</b>
<b>Posting Date:</b>	Monday, July 15, 2019
<b>Closing Date:</b>	Until Vacancy is Filled
<b>Department:</b>	Public Services
<b>Brief Job Description:</b> <i>(essential functions of the job)</i>	<ul style="list-style-type: none"> <li>• Assists with identifying and providing for the implementation of new capital and maintenance/reconstruction projects.</li> <li>• Responsible for the review of engineering plans, specifications, bid documents, and estimates for various civil engineering projects.</li> <li>• Responsible for the preparation or review of project plans, specifications, bid documents, cost estimates, and as-built drawings using computer aided design tools and other methods.</li> <li>• Coordinates with other city departments, outside vendors and contractors, state and federal agencies and the general public.</li> <li>• Assists with administration of departmental permitting programs and with new house numbering processing.</li> <li>• Assists in the review and development of city ordinances in accordance with department responsibilities.</li> <li>• Assists with planning, designing and inspecting a variety of civil engineering related projects.</li> <li>• Assists with preparing requests for proposals for professional services.</li> <li>• Manages the capital roadway improvement and sidewalk improvement programs.</li> <li>• Serves as a member of the Interdepartmental Traffic Commission; assists with investigation of traffic engineering related requests.</li> <li>• Performs complex analytical work and provides engineering support for traffic, roads, sidewalks and other city and state projects. Provides engineering support to City departments to ensure that construction projects are designed in accordance with applicable engineering standards.</li> <li>• Assists with the management of the right-of-way excavation and obstruction permitting processes including permitting, construction inspection, restoration inspection and final approval.</li> <li>• Assists in developing and implementing policies, standards, and procedures for the engineering and technical work performed by the engineering division.</li> <li>• Manages engineering projects during conceptualization, design and construction. Coordinates with utility companies, state and federal agencies on projects impacting the public right of way.</li> <li>• Prepares plans, cost estimates, and work drawings; assists in overseeing construction projects, and providing quality assurance of engineering elements of City projects. Completes construction administration and inspection duties.</li> <li>• Operates CADD and GIS programs, and other computer programs, to create and present plans and information.</li> <li>• Maintains and updates records, databases, and files of information for the department.</li> <li>• Responsible for overseeing the work of contractors in accordance with bid specifications.</li> </ul>

<b>Brief Job Description:</b> <i>(continued)</i>	<ul style="list-style-type: none"> <li>• Inspects roadway excavations for compliance with issued permits.</li> <li>• Assists with the assigning of work items to traffic and engineering division staff.</li> <li>• Assists with linear and topographical field surveys of municipal engineering projects and creates construction plans based on field survey.</li> <li>• May assist the Street and Sidewalk Supervisor in the management of the snow removal operations as required.</li> <li>• Assists with the preparation and development of divisional budget and capital programs.</li> </ul>
<b>Minimum Entrance Qualifications:</b>	<ul style="list-style-type: none"> <li>• Position requires a Bachelor in Civil Engineering or related field, and at least three to five (3 to 5) years of related experience in construction and/or engineering, with a preference in municipal or public works related 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. A Master's degree is highly preferred.</li> <li>• Professional job-related experience to possess a strong personal attitude and the ability to provide a high level of service is required.</li> </ul>
<b>Licenses/Certifications:</b>	<ul style="list-style-type: none"> <li>• Employee must possess and maintain a valid driver's license.</li> <li>• Course of study in an ABET (Accreditation Board for Engineering and Technology) accredited civil engineering curriculum is highly preferred.</li> <li>• Valid Engineer-in-Training (EIT) certificate from the State of Rhode Island is required; Professional Engineer's (PE) license preferred.</li> </ul>
<b>Pay and Hours Per Week</b> Executive Pay Grade: S06  Min. Salary: \$28.65 hourly Max. Salary: \$40.81 hourly Hours per week: 40	<p><b>Submit resume and/or completed application to:</b></p> <p>Michael J. Coury, Director of Human Resources  Department of Human Resources  City Hall – 43 Broadway  Newport, Rhode Island 02840</p>
<p><b><i>An Equal Opportunity and Affirmative Action Employer</i></b></p> <p>APPLICATIONS ARE ACCEPTED DURING THE POSTING PERIOD INDICATED OR AS THE NEED EXISTS FOR THE POSITION CURRENTLY VACANT. APPLICATIONS ARE AVAILABLE IN THE HUMAN RESOURCES OFFICE AND ALSO ON THE INTERNET WHERE IT CAN BE DOWNLOADED AND PRINTED. THE CITY RESERVES THE RIGHT TO NOT CONSIDER APPLICATIONS THAT ARE RECEIVED UNSIGNED, INCOMPLETE, OR POST-MARKED AFTER THE CLOSING DATE.</p> <p><a href="http://www.cityofnewport.com">www.cityofnewport.com</a></p> <p><b>Tel: (401) 845-5444</b>  <b>Fax (401) 845-9364</b></p>	