

Job Description



Supervising Civil Engineer

40 Hours | POS #100010594

Direct Report	Commissioner of Public Infrastructure	Grade	M-13 Starting Salary: \$83,441*
Department	Public Infrastructure	FLSA	Exempt
Division	Water	Bargaining Unit	Non-Union Unit C
Date	July 2025	Location	1105 Shawmut Avenue

Homeland Security Emergency Status: Essential

Safety Classification – Non – Safety Position

Summary

Supervises and inspects Department of Public Infrastructure construction projects; provides City road, land, sewer survey capabilities.

Supervisory Responsibilities

Supervisory Scope: Supervisors are responsible for completing and/or signing performance reviews.

Supervision Received: This position receives general supervision from the Commissioner and Deputy Commissioner of Public Infrastructure and the Engineering Supervisor.

Supervision Given: This position has supervisory responsibilities over other employees.

Essential Functions

Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

1. Supervises and inspects private and public construction projects of roadways, sanitary sewers, and storm drainage systems.
2. Drafts distance offset maps of drug offense locations within the City limits for the District Attorney's Office.
3. Reviews, drafts, and records as-built information collected and sketched on inspectional duties.
4. Attends job training classes and seminars in areas of Roadway Maintenance, Sewer Construction and Repair, HAZMAT Safety, Packaging and Transportation.
5. Reviews private project development plans for compliance with codes, regulations and standards and adequacy of applications for permits and compliance with approved plans.
6. Develop, recommend, and implement office systems to improve the efficiency of the department office operations with a primary focus on electronic filing systems.
7. Determines applicable codes, regulations, and requirements for assigned projects.
8. Coordinates the preparation or development of engineering plans and specifications; coordinates required advertising for bids; reviews construction bids and makes necessary recommendations based on lowest and best bids, competency of vendors and consultants, and the selection criteria.

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9. Provides project management for the construction of the municipal public works projects; oversees assigned projects to ensure contractor compliance with time and budget parameters for the project.
10. Coordinates the preparation or development of, or develops, reviews, and updates the sanitary sewer, water, storm drainage, and street system maps, database, and comprehensive plans.
11. Maintains the Engineering library and infrastructure/asset records, including both paper and digital records (i.e., plans, maps, reports, work orders, maintenance records, etc.).
12. Develops and maintains Capital Improvement Plans.
13. Maintains and updates City subdivision and public works standards.
14. Ensures as-built records of projects, and documents necessary changes for the operation and maintenance programs.
15. Responds to public or other inquiries relative to engineering policies and procedures on specific projects and other information; evaluates issues and options regarding municipal public works and makes recommendations.
16. Reviews utility permits, street use permits and franchise utility permits.
17. Maintains regular contact with consulting engineers, construction project engineers, City, County, State and Federal agencies, professional and technical groups and the public regarding division activities and services.
18. Assists in the evaluation of transportation and traffic impacts of development proposals, permits, rezones and plats; prepares traffic, utility and other studies and reports.
19. Provides intersection signal and channelization design; develops and maintains a pavement management system.
20. Assists with snow removal as deemed necessary by the department.
21. Performs related work as required and assigned

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 employer and requirements of the job change.

Education and Experience

- Bachelor's Degree in Civil Engineering.
- Five years of civil engineering experience.
- Any equivalent combination of education and experience.

Licensing/Certification

- Possession of a registered Land Surveyor's License (preferred but not required).
- Possession of Fundamental of Engineering License (preferred but not required).
- Possession of ESRI ArcGIS Desktop Entry Exam (preferred but not required).

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- Valid Massachusetts driver's license and good driving record.

Special Requirements

- Criminal Offender Record Investigation (CORI) background check mandatory.

Physical 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. The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works both inside and in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions. The employee may work in highly precarious places and be exposed to fumes, airborne particles, risk of electrical shock and vibration. The employee may be exposed to toxic or caustic chemicals.

The employee frequently is required to traverse, be in a stationary position, ascend/descend, position self to and taste or smell.

The position involves heavy physical demands, such as exerting up to 100 lbs. of force occasionally, and/or up to 50 lbs. of force frequently, and/or up to 20 lbs. of force constantly to move objects

Work Environment

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job

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 employer and requirements of the job change.

Work Hours

This is a full-time non-exempt position with a typical 40 hours per week with possible availability for after normal hours of operation during emergencies and other departmental critical needs.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice as needed by the City of New Bedford within the scope of departmental needs. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position.

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Compensation for Unit C (Management) Positions

All management positions are eligible for an annual salary (“step”) increase, contingent upon satisfactory job performance and budgetary approval. Step increases are awarded upon the first anniversary of an employee’s initial hiring and each year thereafter for the next eleven years of employment. The amount of the annual Step increase varies from 3.50% - 5.00% of the employee’s prior year salary. The above position offers a starting salary of \$83,441 in Year/Step 1, and a maximum salary of \$129,987 in Year/Step 12.

