

**City of Somerville, Massachusetts  
Job Description**

<b>Position Title:</b>	Assistant Director of Capital Projects and Planning	<b>Grade Level:</b>	NU04
<b>Department:</b>	Capital Projects	<b>Date:</b>	1/3/2018
<b>Reports to:</b>	Director of Capital Projects and Planning	<b>FLSA Status:</b>	Exempt

**Statement of Duties**

The Assistant Director of Capital Projects and Planning is responsible for assisting the Director of Capital Projects and Planning in developing and implementing strategic decisions regarding investment in the City's facilities. Employee is required to perform all similar or related duties.

**Essential Functions**

*The essential functions or duties listed below are intended only as illustrations of the various type 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.*

- Under direction of the Director of Capital Projects and Planning, the Assistant Director provides day-to-day management of the Capital Projects team and of major capital projects, including the development of scopes of work, selection of architects/engineers, development of bid specifications and related drawings, and troubleshooting work progress. The Assistant Director will provide technical guidance on a regular basis to improve the overall quality of projects completed in the City.
- Conducts meetings with subordinates to give guidance and answer questions.
- Provides advice and support to department heads and elected officials regarding capital improvement projects throughout the City.
- Researches, develops and recommends strategic options for long-range capital planning, and assists in the creation of policies and practices that will allow the City to prioritize capital improvement projects based on multiple factors and considerations.
- Seeks to maximize returns on capital spending by researching low-cost alternatives to current practices, modeling financial implications of capital decisions, leveraging state and federal resources, prioritizing projects, taking advantage of economies of scale, and by using other methods that would maximize returns.
- Coordinates and interacts with other agencies and constituent groups.
- Interacts with the public concerning events and incidents that arise as a result of capital projects.
- Monitors contracts with special service providers (e.g., architects and engineers) to ensure the delivery of quality capital projects and required services.
- Manages House Doctor contracts and all other contracts related to the ongoing maintenance and repair of City Buildings.
- Reviews all construction plans and specifications and provides feedback to the Director of Capital Projects and Planning on compliance with City standards and ability to meet goals of project.
- Will be expected to assist with occasional evening meetings.
- In the absence of the Director, be able to approve final plans and specifications

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- In the absence of the Director, be able to make decisions and communicate on behalf of the Capital Projects and Planning Department.
- Mentor and provide guidance to team project managers. Provide guidance for their work.

**Supervision Required**

Under administrative direction for specialized function, working from municipal policies and objectives; individual establishes short-range plans and objectives, own performance standards and assumes direct accountability for department results; and may act as an independently elected official over a department. Consults with supervisor only in instances for which clarification, interpretation, or exception to municipal policy may be required. The employee is responsible for the development and implementation of departmental policies, goals, objectives and budgets. The employee is also expected to attempt to resolve conflicts which arise and coordinate with others as necessary.

**Supervisory Responsibility**

Employee is accountable for the direction and success of all department programs accomplished through others. The employee is responsible for analyzing program objectives, determining the various work operations needed to achieve them, estimating the financial and staff resources required, allocating the available funds and staff, reporting periodically on the achievement and status of the program objective; and recommending new goals. The employee typically formulates or recommends program goals and develops plans for achieving short and long-range objectives; determines organizational structure operating guidelines and work operations; formulates, prepares and defends budget and manpower requests and accounts for effective use of funds and staff provided; coordinates program efforts within the unit and with other departments; delegates authority to subordinate supervisors and holds them responsible for the performance of their unit's work; reviews work in terms of accomplishment of program objectives and progress reports, approves standards establishing quality and quantity of work; and assists or oversees the personnel function, including or effectively recommending hiring, training, and disciplining of employees. Position also supervises the work of contractors and professionals.

**Accountability**

Duties include department level responsibility for technical processes, service delivery, and contribution to municipal wide plans and objectives and fiscal responsibility for the department including buildings, equipment and staffing utilization. Consequences of errors, missed deadlines or poor Judgment could severely jeopardize department operations or have extensive financial and/or legal repercussions to the municipality and/or loss of life to the public or employee.

**Judgment**

Guidelines only provide limited guidance for performing the work. They may be in the form of administrative or organizational policies, general principals, legislation or directives that pertain to a specific department or functional area. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The employee

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is recognized as the department or functional area's authority in interpreting the guidelines, in determining how they should be applied, and in developing operating policies and practices.

**Complexity**

The work consists of managerial functions and processes such as planning, organizing, controlling, coordinating, evaluating, integrating activities and programs for the Department.

**Nature and Purpose of Public Contact**

Relationships are constantly with co-workers, the public and with groups and/or individuals who have conflicting opinions or objectives, diverse points of view or differences where skillful negotiating and achieving compromise is required to secure support, concurrence and acceptance or compliance; or one-on-one relationships with a person who may be under severe stress, where gaining a high degree of persuasion may be required to obtain the desired effect. The employee may represent to the public a functional area of the municipality on matters of procedures or policy where perceptiveness is required to analyze circumstances in order to act appropriately.

**Confidentiality**

Employee has regular access at the departmental level to a wide variety of confidential information, including official personnel files, law suits, criminal records/investigations, client records, department records, and client conversations in accordance with the state public records law.

**Recommended Minimum Qualifications:**

**Education and Experience:** Bachelor's degree (Master's Degree preferred) in an Architectural or Engineering discipline with six (6) to eight (8) years of experience in the architecture and construction field, or related work 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.

**Special Requirements**

Architectural license preferred.  
Valid Class D Driver's License.

**Knowledge, Abilities and Skill**

**Knowledge:** Demonstrated mastery of the principles and practices of building construction and maintenance; knowledge of the principles and practices of effective budgetary management, as well as financial modeling. Working knowledge of computer hardware and software in support of departmental operations; thorough knowledge of building and accessibility codes and statutes; healthcare knowledge preferred but not required.

**Ability:** Ability to work independently; ability to maintain, manage, and organize records; ability to handle problems effectively in response to day-to-day crises; ability to communicate clearly, both orally and in writing; ability to operate a computer; ability to deal appropriately with City employees, City officials, contractors, trade workers and the public. Ability to prioritize projects based on multiple factors, which may include political, financial, public health and safety, etc.

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Skill: Skill in coordinating various programs and projects simultaneously; excellent oral and written communication skills required.

**Work Environment**

The work environment will primarily be office work with field work on an as needed basis to support projects. The office work involves everyday discomforts typical of offices, with occasional exposure to outside elements. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. The field work requires moderate intermittent physical strength and effort around navigating and assisting construction and repair sites. Additionally, the employee may be required to work beyond normal business hours in response to attend evening meetings or complete work assignments.

**Physical and Mental 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.*

**Physical Skills**

Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects such as books, office equipment and computer paper (up to 30 lbs.)

**Motor Skills**

Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, operating a telephone system, computer and/or most other office equipment, typing and/or word processing, filing, and sorting.

**Visual Skills**

Visual demands include constantly reading documents for general understanding and for analytical purposes and routinely reviewing maps and blueprints with a need for color vision.

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<b>Position Title:</b>	Project Manager of Capital Construction	<b>Grade Level:</b>	NU07
<b>Department:</b>	Capital Projects and Planning	<b>Date:</b>	5/22/17
<b>Reports to:</b>	Director of Capital Projects	<b>FLSA Status:</b>	Exempt

**Statement of Duties**

The Project Manager Capital Construction is responsible for managing, coordinating and directing small medium and large capital projects through design, permitting and construction. This position coordinates and directs all activities and personnel involved in the implementation and completion of projects and contracts including but not limited to design, scheduling, permitting, construction, legal procedures, budget and construction compliance. Employee is required to perform all similar or related duties.

**Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various type 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.*

- Oversee the design, permitting and construction of assigned capital projects.
- Experience or familiarity with public contracting and procuring construction contracts under MGL c. 149 and MGL c. 149a.
- Ensures that capital construction projects are designed, constructed and completed in accordance with goals established by the Capital Projects and Planning Department with respect to quality of work, schedule and budget
- Develops Request for Proposals (RFP's) and has experience with evaluating and selecting architects and engineers (designer selection process).
- Ability to prepare and/or review bid specifications.
- Researches and assists in the development of strategic options for long range capital planning.
- Completes Division of Capital Asset Management (DCAM) contractor evaluations.
- Tracks Change Orders, Submittal's and Requests for Information (R.F.I.'s).
- Determines need for, reviews and approves Change Orders on design and/or construction projects.
- Reviews and approves contractors' certificates for payment and/or consultant invoices.
- Reviews, approves or details changes needed on consultant work products.
- Analyzes and/or prepares written reports on program and project performance using qualitative analyses and other project management techniques.
- Develops program and project budgets, schedules, work plans, labor utilization and cost estimates/projections.
- Works cooperatively with other City employees and departments and private organizations to facilitate project implementation and completion.
- Interacts with the public concerning events and incidents that arise as a result of capital projects.
- Meets and works with elected officials, community representatives, business owners and

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residents to review proposed projects and activities, address questions and comments and educate community on the value and need for proposed projects.

- May make presentations to Aldermen Committees as well as to resident advocacy groups.
- Attends and manages public meetings outside of regular work hours.

**Supervision Required**

Under administrative direction of the Director of Capital Projects and Planning, the employee plans and carries out the regular work in accordance with standard practices and previous training, with substantial responsibility for determining the sequence and timing of action and substantial independence in planning and organizing the work activities, including determining the work methods. The employee is expected to solve problems and work through unusual situations using professional judgement and by adapting methods or interpreting instructions to resolve a particular problem.

Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor, but ordinarily the employee plans the work, lays it out and carries it through to completion independently. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements; the methods used in arriving at the end result are not usually reviewed in detail.

**Supervisory Responsibility**

Position does not require the regular supervision of employees, but may supervise the work of contractors and professionals. In this capacity, employee, as a regular and continuing part of the job, leads other workers in accomplishing assigned work and also performs non-supervisory work that is usually of the same kind and levels as is done by the group led. The work leader is responsible to his/her supervisor for assuring that the work assignments of other workers are carried out by performing duties which typically consist of most of the following: distributes and balances workload among employees in accordance with established workflow and job specialization; assures timely completion of work; instructs employees in specific tasks or explains work methods to be employed and indicated applicable reference material and guidelines; checks work progress and reviews completed work to see that instructions have been carried out; answers questions and resolves problems that arise in the work.

**Accountability**

Duties include department level responsibility for technical processes, service delivery, and contribution to municipal wide plans and objectives and fiscal responsibility for the department including buildings, equipment and staffing utilization. Consequences of errors, missed deadlines or poor Judgment could severely jeopardize department operations or have extensive financial and/or legal repercussions to the municipality and/or loss of life to the public or employee.

**Judgment**

Guidelines only provide limited guidance for performing the work. They may be in the form of administrative or organizational policies, general principals, legislation or directives that pertain to a specific department or functional area. Extensive Judgment and ingenuity are required to

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develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The employee is recognized as the department or functional area's authority in interpreting the guidelines, in determining how they should be applied, and in developing operating policies and practices.

**Complexity**

Work consists of employing many different concepts, theories, principles, techniques and practices relating to an administrative field. Assignments involve studying trends in the field for application to the work; assessing services and recommending improvements

**Nature and Purpose of Personal Contacts**

Relationships are with co-workers, the public, groups and/or individuals such as civic leaders, peers from other organizations, and representatives of professional organizations. The employee serves as a spokesperson or recognized authority of the organization in matters of substance or considerable importance, including departmental practices, procedures, regulations or guidelines. May be required to discuss controversial matters where tact is required to avoid friction and obtain cooperation.

**Confidentiality**

Employee has access to confidential information obtained during the performance of the regular duties of the position.

**Recommended Minimum Qualifications**

**Education and Experience:**

Bachelor's Degree in architecture or design and five to seven (5-7) years of construction 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.

**Preferred Qualifications:**

MCPPO Certification

Professionally licensed or seeking professional licensure in architecture

**Special Requirements:**

Massachusetts Construction Supervisors License preferred

Valid Class D driver's license

**Knowledge, Abilities and Skill**

**Knowledge:** Knowledge of the principles and practice of construction procedures, procurement law and construction project management practices; knowledge of the principles and practices of building construction and of effective budgetary management; extensive knowledge of building systems, codes and ADA/AAB requirements; extensive knowledge and experience in reviewing and comprehending construction plans and specifications.

**Abilities:** Ability to establish and maintain effective working relationships with staff developers, contractors and trades personnel; ability to develop innovative, cost-effective programs to

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monitor construction projects; ability to prepare and administer budgets; demonstrated proficiency with the Microsoft Office suite (Word, Exec, Outlook, PowerPoint).

Skill: Skill in utilizing data base systems to assist in the monitoring of capital projects; skill in preparing reports and maintain detailed records. Skill in coordinating various programs and projects simultaneously; and communicates effectively both verbally and in writing.

**Work Environment**

The work environment involves everyday discomforts typical of offices, with occasional exposure to outside elements. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. Employee may be required to work beyond normal business hours in response to attend evening meetings or complete work assignments. Work may require some agility and physical strength, such as moving in or about construction sites or over rough terrain, or standing or walking most of the work period. Occasionally, work may require lifting heavy objects and carrying them. There may be need to stretch and reach to retrieve materials.

**Physical and Mental 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.*

**Physical Skills**

Minimal physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may also be some occasional lifting of objects such as office equipment or photocopy paper (up to 30lbs.).

**Motor Skills**

Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, operating a telephone, personal computer and/or most other office equipment including word processing, filing and sorting of papers.

**Visual Skills**

Visual demands require constantly reading documents for general understanding and analytical purposes.



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<b>Position Title:</b>	Construction Information Officer	<b>Grade Level:</b>	NU10
<b>Department:</b>	Communications	<b>Date:</b>	1/8/2018
<b>Reports to:</b>	Director of Communications	<b>FLSA Status:</b>	Exempt

**Statement of Duties**

The employee is responsible for using multiple research and outreach strategies to acquire and disseminate essential information regarding a wide range of governmental, utility, and related construction projects—and construction-related impacts and efforts—citywide, including schedules, impacts to Somerville residents and businesses, project updates, tree impacts, opportunities to engage, and other relevant needs.

**Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various type 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.*

- Research, create and distribute information regarding existing and/or planned construction projects or other disruptions in cooperation with a range of City departments and divisions as well as external partners including but not limited to Capital Projects, Public Works, Transportation and Infrastructure, Traffic and Parking, Engineering, Water and Sewer, Planning, Housing, Economic Development, Somerville Police, Somerville Fire, Arts Council, City Arborist, Recreation (Field Management team), MassDOT, MWRA, MBTA, State Police, etc.
- Serve as community liaison to residents and businesses related to construction and maintenance projects, including attending external meetings, responding to constituent correspondence, conducting in-person community outreach (block walking for businesses, etc.) and working with departments to address concerns.
- Coordinate with legislative liaisons and departmental staff to keep elected officials up to date on all project information and outreach efforts.
- Assist with creation and distribution of project schedules, informational project maps, regular updates to community members via a variety of media, and other critical information for any and all construction projects including but not limited to roadway reconstruction, park renovations, housing projects, tree canopy maintenance, utility projects, and others as assigned.
- Provide assistance as needed to relevant departments, community partners, and government partners for the planning, promotion, facilitation, and documentation of community meetings as well as sharing of outcomes.
- Support departmental and project staff in matters relating to construction planning and communications; attends regular internal and external planning meetings; support Deputy Director of Communications in researching, developing, and managing communications plans for existing and planned construction projects, including but not limited to major regional transportation initiatives, local road and/or infrastructure projects, utility projects, housing projects, tree canopy maintenance, water and sewer work, and park improvement projects.

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- Maintain contact with regional project information officers and managers and staff of neighboring municipalities to coordinate communication and information flow on regional impacts and non-City managed infrastructure projects.
- Coordinate with Economic Development and community partners on the planning and promotion of initiatives designed to drive customers to impacted businesses and business districts and lesson potential patronage impacts during construction.

**Supervision Required**

Under administrative direction, working from municipal policies and objectives; individual establishes short-range plans and objectives, own performance standards and assumes direct accountability for department results. Consults with supervisor only where clarification, interpretation, or exception to municipal policy may be required. The employee is responsible for the development and implementation of departmental policies, goals, and objectives. The employee is also expected to attempt to resolve conflicts which arise and coordinate with others as necessary.

**Supervisory Responsibility**

Position does not require the regular supervision of employees, but may supervise the work of volunteers or interns.

**Accountability**

Duties include department level responsibility for technical processes, service delivery, and contribution to municipal wide plans and objectives and fiscal responsibility for the department. Consequences of errors, missed deadlines or poor judgment could severely jeopardize department operations or have extensive financial and/or legal repercussions to the municipality.

**Judgment**

The work requires examining, analyzing and evaluating facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices and precedents which may be complex or conflicting, at times. Judgment is used in analyzing specific situations to determine appropriate actions. Employee is expected to weigh efficiency and relative priorities in conjunction with procedural concerns in decision making. Requires understanding, interpreting and applying federal, state and local regulations.

**Complexity**

The work consists of employing many different concepts, theories, principles, techniques and practices relating to an administrative field. Assignments typically concern such matters as studying trends in the field for application to the work; assessing services and recommending improvements.

**Nature and Purpose of Personal Contacts**

Relationships are constantly with co-workers, the public, groups and/or individuals such as civic leaders, peers from other organizations, and representatives of professional organizations. The employee serves as a spokesperson or recognized authority of the organization in matters of substance or considerable importance, including departmental practices, procedures, regulations

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or guidelines. May be required to discuss controversial matters where tact is required to avoid friction and obtain cooperation.

**Confidentiality**

Employee has access to confidential information obtained during the performance of the regular duties of the position.

**Recommended Minimum Qualifications**

**Education and Experience:** Bachelor's Degree in Communications, Community Engagement, or related field and three to five (3-5) years' professional communications and/or community engagement 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.

**Other Requirements:**

Valid Class D driver's license

Employee may be required to work beyond normal business hours in response to attend evening meetings or complete work assignments.

**Knowledge, Abilities and Skill**

**Knowledge:** Excellent knowledge of grammar and usage; good knowledge of and strong interest in local government; strong understanding of the media landscape and methodologies; proficient in the full range of traditional and digital communications methods; general knowledge of construction and/or infrastructure processes desirable but not required.

**Ability:** Proven ability to ability to juggle multiple assignments and collaborate well with others; proven facility with direct constituent or customer service; ability to work effectively and maintain good relationships with the public, coworkers, department heads, media contacts, City officials, and diverse community partners; ability to handle problems and emergencies effectively and diplomatically; ability to communicate clearly, both orally and in writing; ability to maintain confidential information; ability to maintain, manage, and organize records; ability to coordinate and run public meetings and/or presentations.

**Skill:** Excellent written and verbal communication skills across all platforms; excellent organizational skills; superior social media, web content, digital communication skills; mapping skills desirable but not required.

**Work Environment**

The work environment involves everyday discomforts typical of offices, with occasional exposure to outside elements. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. Employee may be required to work beyond normal business hours in response to attend evening meetings or complete work assignments.

**Physical and Mental Requirements**

*The physical demands described here are representative of those that must be met by an*

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*employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.*

**Physical Skills**

Few physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. Work may require some agility and physical strength, such as moving in or about construction sites or over rough terrain, or standing or walking most of the work period. May also be some occasional lifting of objects such as office equipment and computer paper (up to 30 lbs).

**Motor Skills**

Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, operating a telephone, personal computer and/or most other office equipment including word processing, filing and sorting of papers.

**Visual Skills**

Visual demands require constantly reading documents for general understanding and analytical purposes.

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<b>Position Title:</b>	Project Manager (Large Infrastructure Improvement Projects)	<b>Grade Level:</b>	NU07
<b>Department:</b>	Capital Projects – Engineering	<b>Date:</b>	1/18/18
<b>Reports to:</b>	Director of Engineering	<b>FLSA Status:</b>	Exempt

**Statement of Duties**

The Engineering Project Manager is responsible for managing and coordinating large infrastructure improvement projects, such as major sewer separation, streetscape, utility relocation, pipeline rehabilitation and stormwater management projects. This position coordinates and directs all activities involved in the implementation and completion of planning, design and construction projects including but not limited to: defining and controlling scope, schedule, budget, design review, and construction compliance.

**Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various type 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.*

- Oversee the planning, design and construction of municipal utility improvement projects including roadway, sidewalk, water, wastewater, and stormwater infrastructure.
- Manage, organize, coordinate and monitor activities of consultants, design professionals, contractors, City staff, outside agencies and other project professionals to insure that construction projects are designed, conducted and completed in accordance with goals established by the Engineering Department with respect to quality of work, schedule and budget.
- Coordinate with the Engineering Department, the Office of Strategic Planning and Community Development, the Office of Sustainability and Environment, and other City departments to implement project design standards and recommend critical design elements in the planning of the City’s transportation and utility system infrastructure.
- Work cooperatively with other City employees and private organizations to facilitate project implementation and completion.
- Interact with utility companies and other governmental agencies to obtain necessary permits and clearances and to ensure regulatory compliance.
- Meet and work with elected officials, community representatives, business owners, residents and other stakeholders to review proposed projects and activities, address questions and comments and educate community on the value and need for proposed projects.
- Attend and manage public meetings outside of regular work hours.
- Solve problems and work through unusual situations using professional judgement and by adapting methods or interpreting instructions to resolve a particular problem.
- Exhibit judgment and ingenuity to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies.

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- Develop program and project budgets, schedules, work plans, and cost estimates and projections.
- Manage projects through the public procurement process including bidding and construction.
- Review and approve Amendments and Change Orders on design and/or construction projects.
- Review and approve Contractors' Certificates for Payment and/or consultant invoices.
- Analyze and prepare written reports on program and project performance using quantitative and qualitative analyses and other project management techniques.
- Demonstrate continuous effort to improve operations, decrease turnaround times, and streamline work processes.
- Plan and execute the design and construction of municipal utilities in conformance with Federal, State and local regulations and design standards ensuring that the work meets or exceeds expectations.

**Supervision Required**

Under general direction, employee plans and prioritizes the majority of work independently, in accordance with standard practices and previous training. Employee is expected to solve most problems of detail or unusual situations by adapting methods or interpreting instructions accordingly. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements; the methods used in arriving at the end result are not usually reviewed in detail.

**Supervisory Responsibility**

Employee, as a regular and continuing part of the job, leads other workers in accomplishing assigned work and also performs non-supervisory work that is usually of the same kind and levels as is done by the group led. The work leader is responsible to his/her supervisor for assuring that the work assignments of other workers are carried out by performing duties which typically consist of most of the following: distributes and balances workload among employees in accordance with established workflow and job specialization; assures timely completion of work; instructs employees in specific tasks or explains work methods to be employed and indicated applicable reference material and guidelines; checks work progress and reviews completed work to see that instructions have been carried out; answers questions and resolves problems that arise in the work; provides on-the-job training to new employees; reports to the supervisor on disciplinary problems, performance and training needs of employees; resolves simple, informal complaints of employees and refers others to the supervisor.

**Accountability**

Duties include department level responsibility for technical processes, service delivery, and contribution to municipal wide plans and objectives and fiscal responsibility for the department including buildings, equipment and staffing utilization. Consequences of errors, missed deadlines or poor Judgment could severely jeopardize department operations or have extensive financial and/or legal repercussions to the municipality and/or loss of life to the public or employee.

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**Judgment**

Guidelines only provide limited guidance for performing the work. They may be in the form of administrative or organizational policies, general principles, legislation or directives that pertain to a specific department or functional area. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies.

**Complexity**

The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized fact finding techniques; or determining the methods to accomplish the work.

**Nature and Purpose of Personal Contacts**

Relationships are constantly with co-workers, the public and with groups and/or individuals who have conflicting opinions or objectives, diverse points of view or differences where skillful negotiating and achieving compromise is required to secure support, concurrence and acceptance or compliance; OR one-on-one relationships with a person who may be under severe stress, where gaining a high degree of persuasion may be required to obtain the desired effect. The employee may represent to the public a functional area of the municipality on matters of procedures or policy where perceptiveness is required to analyze circumstances in order to act appropriately.

**Confidentiality**

Employee has access to confidential information obtained during the performance of the regular duties of the position.

**Recommended Minimum Qualifications**

**Education and Experience:** Bachelor's degree in Civil/Environmental Engineering or Management with seven to ten (7-10) years of related work 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.

**Special Requirements**

Professional Engineer's License in Commonwealth of Massachusetts.  
Valid Class D driver's license

**Knowledge, Abilities and Skill**

**Knowledge:** Knowledge of the principles and practices of engineering, research methods and report presentation; knowledge of the principles and practices of project management, work breakdown structures, communications planning, team management, scheduling, budgeting, accounting and finance methods; knowledge of environmental laws and regulations as they pertain to municipal water and sewer system design, construction and operation; knowledge of

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applicable local, state and federal laws and regulations related to engineering, environment, ADA compliance, infrastructure and procurement; knowledge and expertise with various local, state and federal funding mechanisms for infrastructure.

Abilities: Ability to produce written documents with clearly organized thoughts using proper sentence construction, punctuation and grammar; use and interpret graphical information such as construction plans, schematic drawings, flow charts, layouts and other visual aids, and electronic project management applications; interpret information accurately and make decisions according to existing laws, regulations and policies; ability to manage multiple projects of various complexities with competing interest and multiple funding sources

Skill: Proficient communication skills, both verbal and written as well as the ability to deal with the public in tense situations; proficiency with computers in all office software along with various engineering software applications like GIS or Arc View.

**Work Environment**

The work environment involves everyday discomforts typical of offices; field work will require exposure to outside elements. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. Work may require some agility and physical strength, such as moving in or about construction sites or over rough terrain, or standing or walking most of the work period. Employee may be required to work beyond normal business hours in response to attend evening meetings or complete work assignments.

**Physical and Mental 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.*

**Physical Skills**

Employee will spend time in the office and in the field during construction projects. Work effort involves an equal mix of sitting, standing and walking to perform work tasks. Work requires some agility such as moving in or about construction sites or over rough terrain. There may also be some occasional lifting of objects such as books, office equipment, and computer paper (up to 30 lbs). During construction season, employee may be standing for periods longer than two to three (2-3) hours at a time and may encounter inclement weather.

**Motor Skills**

Duties may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination. Examples include operating a motor vehicle, using a personal computer, or climbing a ladder.

**Visual Skills**

Visual demands include constantly reading documents for general understanding and for analytical purposes, making detailed visual observations, and routinely reviewing non-written materials such as maps and blueprints for analytical purposes; the employee is required to determine color differences.



**City of Somerville, Massachusetts**  
**Job Description**

<b>Position Title:</b>	Construction Project Manager	<b>Grade Level:</b>	NU08
<b>Department:</b>	Capital Projects – Engineering	<b>Date:</b>	1/18/18
<b>Reports to:</b>	Director of Engineering	<b>FLSA Status:</b>	Exempt

**Statement of Duties**

Provide construction-phase engineering and management services for city infrastructure improvements and permitted activities to ensure conformance with permit conditions, city policies, applicable technical standards, plans and specifications to assure construction mitigation and traffic management plans are being properly executed to minimize constituent impacts.

**Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various type 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.*

- Review plans and specifications for active city projects and conditions for permitted activities to know required construction mitigation and traffic management requirements for all active construction sites in the public right of way;
- Oversee and manage active construction sites for conformance with general construction practices and city requirements to minimize disruption to residents and businesses by confirming proper contractor execution of mitigation such as detour signage, pedestrian safety, dust management, noise control, maintenance of utility services, driveway access, delivery access, etc.;
- Enforce requirements, city ordinances, policies, and permit conditions for construction of public infrastructure and private utilities, and occupancy of public streets and sidewalks;
- Identify and resolve, or report to other city staff, constituent impacts resulting from construction activities in the public right of way;
- Coordinate project meetings or tasks with Engineering, city staff, and utility companies as necessary;
- Determine the need for and schedule inspections of connections to the city's water distribution and sewer/storm water/combined collection systems to ensure compliance with city standards;
- Determine the need for and schedule inspections of soil and backfill compaction testing as necessary to assure compliance with city and other applicable standards;
- Determine the need for and schedule inspections of roadway, sidewalk, and markings restoration activities to assure compliance with city and other applicable standards;
- Document work through as-built drawings and daily inspection logs;

**Supervision Required**

Under general direction, employee plans and prioritizes the majority of work independently, in accordance with standard practices and previous training. Employee is expected to solve most problems of detail or unusual situations by adapting methods or interpreting instructions accordingly. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in

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procedures are discussed with supervisor. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements; the methods used in arriving at the end result are not usually reviewed in detail.

**Supervisory Responsibility**

Position does not require the regular supervision of employees, but may supervise the work of volunteers or interns.

**Accountability**

The nature of the professional or technical work means that errors in analysis, techniques or recommendations would probably be difficult to detect. Consequences of errors, missed deadlines or poor judgment could result in excessive costs, delay of service delivery, or legal repercussions to the municipality.

**Judgment**

The work requires examining, analyzing and evaluating facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices and precedents which may be complex or conflicting, at times. Judgment is used in analyzing specific situations to determine appropriate actions. Employee is expected to weigh efficiency and relative priorities in conjunction with procedural concerns in decision making. Requires understanding, interpreting and applying federal, state and local regulations.

**Complexity**

The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized fact finding techniques; or determining the methods to accomplish the work.

**Nature and Purpose of Personal Contacts**

Relationships are constantly with co-workers, the public and with groups and/or individuals who have conflicting opinions or objectives, diverse points of view or differences where skillful negotiating and achieving compromise is required to secure support, concurrence and acceptance or compliance; OR one-on-one relationships with a person who may be under severe stress, where gaining a high degree of persuasion may be required to obtain the desired effect. The employee may represent to the public a functional area of the municipality on matters of procedures or policy where perceptiveness is required to analyze circumstances in order to act appropriately.

**Confidentiality**

Employee has access to confidential information obtained during the performance of the regular duties of the position.

**Recommended Minimum Qualifications**

Engineering-NU08-Construction Project Manager

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**Education and Experience:**

Minimum of 2-year degree in Civil Engineering from an accredited program with seven to ten (7-10) years of related work 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.

**Special Requirements**

Valid Class D driver's license  
OSHA 10-hour Construction Site Safety  
OSHA Confined Space Entry Training  
Certified Construction Manager

**Knowledge, Abilities and Skill**

**Knowledge:** thorough knowledge of proper pipe connection methods, backfill and compaction techniques, asphalt and concrete installation, and appropriate testing for conformance. Must have working knowledge of the Manual of Uniform Traffic Control Devices (MUTCD); engineering standards for water distribution and sewer/drainage collection system construction and repair; excavation materials, compaction, testing, roadway repair; and general working knowledge of construction and inspection techniques to include record keeping and report writing; knowledge of the principles and practices of project management, work breakdown structures, communications planning, and team management.

**Abilities:** Ability to produce written documents with clearly organized thoughts using proper sentence construction, punctuation and grammar; use and interpret graphical information such as construction plans, schematic drawings, flow charts, layouts and other visual aids, and electronic project management applications; ability to interpret information accurately and make decisions according to existing laws, regulations and policies; ability to manage multiple projects of various complexities with competing interest and multiple funding sources; ability to manage and coordinate contractors and outside vendors effectively on a construction site.

**Skill:** Proficient communication skills, both verbal and written as well as the ability to deal with the public in tense situations; proficiency with computers and Microsoft Office platform.

**Work Environment**

The work environment is a mix of field and office work. The office work involves everyday discomforts typical of offices. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. The field work requires moderate intermittent physical strength and effort around navigating and assisting construction and repair sites with exposure to the elements. Additionally, the employee may be required to work beyond normal business hours in response to attend evening meetings or complete work assignments.

**Physical and Mental 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.*

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**Physical Skills**

Employee will spend time in the office and in the field during construction projects. Work effort involves an equal mix of sitting, standing and walking to perform work tasks. Work requires some agility such as moving in or about construction sites or over rough terrain. There may also be some occasional lifting of objects such as books, office equipment, and computer paper (up to 30 lbs). During construction season, employee may be standing for periods longer than two to three (2-3) hours at a time, may enter and exit confined spaces, and may encounter inclement weather.

**Motor Skills**

Duties may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination. Examples include operating a motor vehicle, using a personal computer, or climbing a ladder.

**Visual Skills**

Visual demands include constantly reading documents for general understanding and for analytical purposes, making detailed visual observations, and routinely reviewing non-written materials such as maps and blueprints for analytical purposes; the employee is required to determine color differences.

**City of Somerville, Massachusetts**  
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<b>Position Title:</b>	Junior Project Manager (Infrastructure Improvement Projects)	<b>Grade Level:</b>	NU08
<b>Department:</b>	Capital Projects – Engineering	<b>Date:</b>	1/18/18
<b>Reports to:</b>	Director of Engineering	<b>FLSA Status:</b>	Exempt

**Statement of Duties**

The Engineering Junior Project Manager for Infrastructure Improvement Programs is responsible for managing and coordinating ongoing municipal infrastructure improvement programs, including: pavement management, sidewalk ADA compliance, and water, wastewater, and stormwater pipeline rehabilitation projects. This position coordinates and directs all activities involved in the implementation and completion of planning, design and construction projects including but not limited to: defining and controlling scope, schedule, budget, design review, and construction compliance.

**Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various type 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.*

- Oversee the planning, design and construction of municipal utility improvement projects including roadway, sidewalk, water, wastewater, and stormwater infrastructure.
- Manage, organize, coordinate and monitor activities of consultants, design professionals, contractors, City staff, outside agencies and other project professionals to insure that construction projects are designed, conducted and completed in accordance with goals established by the Engineering Department with respect to quality of work, schedule and budget.
- Coordinate with the Engineering Department, the Office of Strategic Planning and Community Development, the Office of Sustainability and Environment, and other City departments to implement project design standards and recommend critical design elements in the planning of the City’s transportation and utility system infrastructure.
- Work cooperatively with other City employees and private organizations to facilitate project implementation and completion.
- Interact with utility companies and other governmental agencies to obtain necessary permits and clearances and to ensure regulatory compliance.
- Meet and work with elected officials, community representatives, business owners, residents and other stakeholders to review proposed projects and activities, address questions and comments and educate community on the value and need for proposed projects.
- Attend and manage public meetings outside of regular work hours.
- Solve problems and work through unusual situations using professional judgement and by adapting methods or interpreting instructions to resolve a particular problem.
- Exhibit judgment and ingenuity to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies.
- Develop program and project budgets, schedules, work plans, and cost estimates and projections.
- Manage projects through the public procurement process including bidding and construction.
- Review and approve Amendments and Change Orders on design and/or construction projects.
- Review and approve Contractors’ Certificates for Payment and/or consultant invoices.
- Analyze and prepare written reports on program and project performance using quantitative and qualitative analyses and other project management techniques.

## **City of Somerville, Massachusetts**

### **Job Description**

- Demonstrate continuous effort to improve operations, decrease turnaround times, and streamline work processes.
- Plan and execute the design and construction of municipal utilities in conformance with Federal, State and local regulations and design standards ensuring that the work meets or exceeds expectations.

#### **Supervision Required**

Under general direction, employee plans and prioritizes the majority of work independently, in accordance with standard practices and previous training. Employee is expected to solve most problems of detail or unusual situations by adapting methods or interpreting instructions accordingly. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements; the methods used in arriving at the end result are not usually reviewed in detail.

#### **Supervisory Responsibility**

Position does not require the regular supervision of employees, but may supervise the work of volunteers or interns.

#### **Accountability**

The nature of the professional or technical work means that errors in analysis, techniques or recommendations would probably be difficult to detect. Consequences of errors, missed deadlines or poor judgment could result in excessive costs, delay of service delivery, or legal repercussions to the municipality.

#### **Judgment**

The work requires examining, analyzing and evaluating facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices and precedents which may be complex or conflicting, at times. Judgment is used in analyzing specific situations to determine appropriate actions. Employee is expected to weigh efficiency and relative priorities in conjunction with procedural concerns in decision making. Requires understanding, interpreting and applying federal, state and local regulations.

#### **Complexity**

The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized fact finding techniques; or determining the methods to accomplish the work.

#### **Nature and Purpose of Personal Contacts**

Relationships are constantly with co-workers, the public and with groups and/or individuals who have conflicting opinions or objectives, diverse points of view or differences where skillful

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negotiating and achieving compromise is required to secure support, concurrence and acceptance or compliance; OR one-on-one relationships with a person who may be under severe stress, where gaining a high degree of persuasion may be required to obtain the desired effect. The employee may represent to the public a functional area of the municipality on matters of procedures or policy where perceptiveness is required to analyze circumstances in order to act appropriately.

**Confidentiality**

Employee has access to confidential information obtained during the performance of the regular duties of the position.

**Recommended Minimum Qualifications**

**Education and Experience:** Bachelor's degree in Civil/Environmental Engineering or Management with seven to ten (7-10) years of related work 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.

**Special Requirements**

Professional Engineer's License in Commonwealth of Massachusetts preferred.  
Valid Class D driver's license

**Knowledge, Abilities and Skill**

**Knowledge:** Knowledge of the principles and practices of engineering, research methods and report presentation; knowledge of the principles and practices of project management, work breakdown structures, communications planning, team management, scheduling, budgeting, accounting and finance methods; knowledge of environmental laws and regulations as they pertain to municipal water and sewer system design, construction and operation; knowledge of applicable local, state and federal laws and regulations related to engineering, environment, ADA compliance, infrastructure and procurement; knowledge and expertise with various local, state and federal funding mechanisms for infrastructure.

**Abilities:** Ability to produce written documents with clearly organized thoughts using proper sentence construction, punctuation and grammar; use and interpret graphical information such as construction plans, schematic drawings, flow charts, layouts and other visual aids, and electronic project management applications; interpret information accurately and make decisions according to existing laws, regulations and policies; ability to manage multiple projects of various complexities with competing interest and multiple funding sources.

**Skill:** Proficient communication skills, both verbal and written as well as the ability to deal with the public in tense situations; proficiency with computers in all office software along with various engineering software applications like GIS or Arc View.

**Work Environment**

The work environment involves everyday discomforts typical of offices; field work will require exposure to outside elements. Noise or physical surroundings may be distracting, but conditions

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are generally not unpleasant. Work may require some agility and physical strength, such as moving in or about construction sites or over rough terrain, or standing or walking most of the work period. Employee may be required to work beyond normal business hours in response to attend evening meetings or complete work assignments.

**Physical and Mental 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.*

**Physical Skills**

Employee will spend time in the office and in the field during construction projects. Work effort involves an equal mix of sitting, standing and walking to perform work tasks. Work requires some agility such as moving in or about construction sites or over rough terrain. There may also be some occasional lifting of objects such as books, office equipment, and computer paper (up to 30 lbs). During construction season, employee may be standing for periods longer than two to three (2-3) hours at a time and may encounter inclement weather.

**Motor Skills**

Duties may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination. Examples include operating a motor vehicle, using a personal computer, or climbing a ladder.

**Visual Skills**

Visual demands include constantly reading documents for general understanding and for analytical purposes, making detailed visual observations, and routinely reviewing non-written materials such as maps and blueprints for analytical purposes; the employee is required to determine color differences.



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**Job Description**

<b>Position Title:</b>	Construction Liaison & Compliance Manager	<b>Grade Level:</b>	NU10
<b>Department:</b>	Engineering	<b>Date:</b>	1/11/18
<b>Reports to:</b>	Director of Engineering	<b>FLSA Status:</b>	Exempt

**Statement of Duties**

The employee is responsible for providing community engagement and impact mitigation services for public infrastructure improvement projects and private construction activities in the public right of way.

**Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various type 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.*

- Organize project construction progress meetings and weekly right-of-way construction coordination meetings with interdepartmental teams as well as intragovernmental and external partners as requested by the Director of Engineering.
- Monitor adherence of contractors and private utilities to the requirements of the city construction documents and permit conditions with respect to the continuation of city and/or special services such as driveway access, package deliveries, street sweeping, dust control, snow removal, trash/recycling pick-up, handicap access, pick-up/drop off, and other constituent services.
- Administer a database to track constituent and business concerns and comments from initiation to resolution. Assign database alerts for team members to keep them on top of the current issues and design/construction follow-up items. Prepare weekly reports for distribution to the city staff which outlines comments received, status (open/closed/in progress), and resolution or follow up items.
- Prepare project status updates and construction activity notices for internal distribution and assist other city departments in correctly routing constituent calls and emails.
- Provide project information to the Communications and Community Engagement Department and collaborate/assist as needed in the development and distribution of information and updates to the community.
- Coordinate and facilitate Engineering project community meetings with residential communities, abutting businesses, and other special interest citizen groups. Meetings are intended to inform constituents, obtain design input, and develop construction impact mitigation strategies. Such meetings may include planning, preconstruction, construction site visits, neighborhood, tree management, school educational visits, and others.
- Engage constituents to identify and prioritize issues, and coordinate with the Communications Department on the development of strategies for direct and/or on-site communications with residents and businesses as necessary throughout project schedule.
- Inform city staff and contractors of priority response items. Establish trust and open communication between constituents and project team members.
- Prepare technical responses to citizen requests, comments and concerns submitted via 311 Q-Alert system in coordination with Engineering and Communications staff.

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**Supervision Required**

Under general direction, employee plans and prioritizes the majority of work independently, in accordance with standard practices and previous training. Employee is expected to solve most problems of detail or unusual situations by adapting methods or interpreting instructions accordingly. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements; the methods used in arriving at the end result are not usually reviewed in detail.

**Supervisory Responsibility**

Position does not require the regular supervision of employees, but may supervise the work of volunteers or interns.

**Accountability**

The nature of the professional or technical work means that errors in analysis, techniques or recommendations would probably be difficult to detect. Consequences of errors, missed deadlines or poor Judgment could result in excessive costs, delay of service delivery, or legal repercussions to the municipality. Other consequences of errors, missed deadlines or poor judgment may include significant monetary losses, waste of material, damage to buildings, equipment or personal injuries.

**Judgment**

The work requires examining, analyzing and evaluating facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices and precedents which may be complex or conflicting, at times. Judgment is used in analyzing specific situations to determine appropriate actions. Employee is expected to weigh efficiency and relative priorities in conjunction with procedural concerns in decision making. Requires understanding, interpreting and applying federal, state and local regulations.

**Complexity**

The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized fact finding techniques; or determining the methods to accomplish the work.

**Nature and Purpose of Personal Contacts**

Relationships are constantly with co-workers, the public and with groups and/or individuals who have conflicting opinions or objectives, diverse points of view or differences where skillful negotiating and achieving compromise is required to secure support, concurrence and acceptance or compliance; OR one-on-one relationships with a person who may be under severe stress, where gaining a high degree of persuasion may be required to obtain the desired effect. The employee may represent to the public a functional area of the municipality on matters of

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procedures or policy where perceptiveness is required to analyze circumstances in order to act appropriately.

**Confidentiality**

Employee has access to confidential information at the department level obtained during the performance of the regular duties of the position.

**Recommended Minimum Qualifications**

**Education and Experience:**

Bachelor's Degree and 5 years' with community outreach, communications or public relations; 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.

**Other Requirements:**

Valid Class D driver's license

**Knowledge, Abilities and Skill**

Knowledge: A working knowledge of construction management.

Ability: Ability to handle problems and emergencies effectively; ability to communicate clearly, both orally and in writing; ability to operate a personal computer; ability to maintain confidential information; ability to maintain, manage, and organize records; ability to deal appropriately with City employees, City officials and members of the general public.

Skill: Strong interpersonal skills; excellent communication skills both oral and written; database administration skills.

**Work Environment**

The work environment involves everyday discomforts typical of offices, with occasional exposure to outside elements. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. Employee may be required to work beyond normal business hours in response to attend evening meetings or complete work assignments.

**Physical and Mental 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.*

**Physical Skills**

Few physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. May also be some occasional lifting of objects such as office equipment and computer paper (up to 30 lbs).

**Motor Skills**

Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, operating a telephone, personal computer and/or most other office equipment including word processing, filing and sorting of papers.

**Visual Skills**

Visual demands require constantly reading documents for general understanding and analytical purposes.

**City of Somerville, Massachusetts  
Job Description**

<b>Position Title:</b>	Senior Zoning Review Planner	<b>Grade Level:</b>	NU07
<b>Department:</b>	OSPCD	<b>Date:</b>	1/16/18
<b>Reports to:</b>	Director of ISD / Director of Planning and Zoning	<b>FLSA Status:</b>	Exempt

**Statement of Duties**

This position is responsible for administration and review of projects under the Somerville Zoning Ordinance. Work duties include professional and technical work in planning, including project review, plan review for zoning consistency, site inspections for consistency with zoning approvals and special permit approvals. The Zoning Review planner also participates in development review, provides input into zoning amendments and serves as a liaison between the ISD building inspectors and the OSPCD planners to ensure streamlined review of development projects and consistent and fair application of the zoning ordinance.

**Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various type 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. (Note: not all duties are performed by all incumbents in each division).*

- Serves as the primary designee of the Inspectional Services Director for all compliance with the Somerville Zoning Ordinance.
- Conducts reviews of project plans for consistency with the Somerville Zoning Ordinance, and serves as primary zoning review planner for complex projects.
- Prioritizes assignments and balances zoning planner team schedules for field work and office duties.
- Researches and analyzes data relating to work duties.
- Manages events/initiatives relating to zoning and development.
- Reviews plans going before the Planning Board, Zoning Board of Appeals (ZBA), and/or Conservation Commission.
- Reviews projects during construction and upon completion, for compliance with ZBA and Planning Board conditions.
- . Provides written interpretation of the Somerville Zoning Ordinance for OSPCD and ISD upon request; sets standard for zoning interpretations and responsible for consistent application moving forward.
- Serves as liaison between the Planning Division and ISD at OSPCD.
- Participates in development review meetings with ISD staff and/or applicants.
- Develops and recommends ordinance amendments
- Provides information to public regarding City ordinances, state laws and regulations
- Provides professional and technical administrative approval on City processes, in accordance with local and state regulations.

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**Supervision Required**

Under administrative direction, working from municipal policies and objectives; individual establishes short-range plans and objectives, own performance standards and assumes direct accountability for department results. Consults with supervisor only where clarification, interpretation, or exception to municipal policy may be required. The employee is responsible for the development and implementation of departmental policies, goals, and objectives. The employee is also expected to attempt to resolve conflicts which arise and coordinate with others as necessary.

**Supervisory Responsibility**

. Employee, as a regular and continuing part of the job, *leads other workers* in accomplishing assigned work and also performs non-supervisory work that is usually of the same kind and levels as is done by the group led. The work leader is responsible to his/her supervisor for assuring that the work assignments of other workers are carried out by performing duties which typically consist of most of the following: distributes and balances workload among employees in accordance with established workflow and job specialization; assures timely completion of work; instructs employees in specific tasks or explains work methods to be employed and indicated applicable reference material and guidelines; checks work progress and reviews completed work to see that instructions have been carried out; answers questions and resolves problems that arise in the work; provides on-the-job training to new employees; reports to the supervisor on disciplinary problems, performance and training needs of employees; resolves simple, informal complaints of employees and refers others to the supervisor; may approve leave for a few hours or for emergencies.

**Accountability**

The nature of the professional or technical work means that errors in analysis, techniques or recommendations would probably be difficult to detect. Consequences of errors, missed deadlines or poor judgment could result in excessive costs, delay of service delivery, or legal repercussions to the municipality.

**Judgment**

Guidelines only provide limited guidance for performing the work. They may be in the form of administrative or organizational policies, general principals, legislation or directives that pertain to a specific department or functional area. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The employee is recognized as the functional area's authority in interpreting the guidelines, in determining how they should be applied, and in developing operating policies and practices.

**Complexity**

The work consists of employing many different concepts, theories, principles, techniques and practices relating to an administrative field. Assignments typically concern such matters as studying trends in the field for application to the work; assessing services and recommending improvements.

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**Nature and Purpose of Personal Contacts**

Relationships are constantly with co-workers, the public and with groups and/or individuals who have conflicting opinions or objectives, diverse points of view or differences where skillful negotiating and achieving compromise is required to secure support, concurrence and acceptance or compliance; OR one-on-one relationships with a person who may be under severe stress, where gaining a high degree of persuasion may be required to obtain the desired effect. The employee may represent to the public a functional area of the municipality on matters of procedures or policy where perceptiveness is required to analyze circumstances in order to act appropriately.

**Confidentiality**

Employee has access to confidential information obtained during the performance of the regular duties of the position.

**Recommended Minimum Qualifications**

**Education and Experience:** Bachelor's Degree and five to seven (5-7) years' 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. Master's degree in Planning or related field preferred but not required.

**Knowledge, Abilities and Skill**

**Knowledge:** Knowledge of planning, conservation, preservation, economic development, transportation and infrastructure is required.

**Abilities:** Ability to communicate effectively orally and in writing with state and federal agencies, architects, contractors, developers, owners, supervisors, employees, and the general public; ability to read architectural plans, interpret and apply complex regulatory code; ability to make independent decisions based on established criteria and seek second opinion from manager as deemed prudent; ability to learn new computer interfaces, such as permit tracking and approval software; ability to travel to multiple City locations within the workday..

**Skill:** Proven skill at facilitating public presentations; demonstrated organizational skills managing multiple tasks and deadlines; excellent customer service and public speaking skills; database analysis skills essential (Excel); strong written and oral communication skills necessary with peers, consultants, contractors, and representatives of other agencies; bilingual or multilingual skills preferred but not required.

**Work Environment**

The work environment involves everyday discomforts typical of offices, with occasional exposure to outside elements. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. Employee may be required to work beyond normal business hours in response to attend evening meetings or complete work assignments. When in the field or attending meetings, the environment can be at construction sites and outdoors.

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**Physical and Mental 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.*

**Physical Skills**

Minimal physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. Work requires some agility such as moving in or about construction sites or over rough terrain. There may also be some occasional lifting of objects such as office equipment or photocopy paper (up to 30lbs.). When in the field, more physical skill may be required to accomplish the duties required.

**Motor Skills**

Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, operating a telephone, personal computer and/or most other office equipment including word processing, filing and sorting of papers.

**Visual Skills**

Visual demands require constantly reading documents for general understanding and analytical purposes.

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**Job Description**

<b>Position Title:</b>	GLX Project Liaison	<b>Grade Level:</b>	NU09
<b>Department:</b>	OSPCD-Transportation & Infrastructure	<b>Date:</b>	1/18/2018
<b>Reports to:</b>	Director of Transportation & Infrastructure	<b>FLSA Status:</b>	Exempt

**Statement of Duties**

The GLX Construction Liaison performs technical work and advises senior staff on civil engineering, construction management and stakeholder engagement to ensure that the MBTA Green Line Extension’s four-year design/build construction process in Somerville proceeds consistent with the City’s goals around customer service, walkability and sustainability. Candidate will serve as the City’s site representative on the MBTA-managed construction of a 4.5 mile, seven-station light rail system through the heart of Somerville’s dense residential neighborhoods and pedestrian-oriented mixed-use business districts. Candidate will demonstrate capacity for field work, desk-based design tasks, technical quantitative analyses, public engagement and interdisciplinary coordination consistent with the City’s adopted Comprehensive Plan and adopted Open Space and Recreation Plan, as well as ongoing initiatives including the City’s “Somerville by Design” neighborhood and station area plans, Public Space and Public Life planning, Vision Zero planning, Urban Forestry planning and other related initiatives.

**Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various type 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. (Note: not all duties are performed by all incumbents in each division).*

- Represent the City and serve as primary day-to-day contact with the MBTA’s design-build contractor for the Green Line Extension.
- Perform project management work to represent the City in one or more functional areas included in the MBTA’s GLX construction such as civil engineering, urban design, landscape architecture, storm water management and traffic engineering.
- Collect and disseminate complex technical information and fluid project scheduling information among diverse City agency representatives.
- Engage with project abutters and affected neighbors through site walks, mobile office hours, community meetings and desk-based customer service.
- Coordinate with City staff, local merchants and the MBTA contractor team regarding maintaining access to abutting businesses and residences.
- Review design submittals provided by the MBTA’s Design-Build contractor for consistency with City policies, plans and projects.
- Collaborate with City staff around design review of proposals for new private real estate development in the GLX project corridor.
- Perform other related duties as assigned by the Director of Transportation & Infrastructure



**City of Somerville, Massachusetts**  
**Job Description**

**Supervision Required**

Under general direction, employee plans and prioritizes the majority of work independently, in accordance with standard practices and previous training. Employee is expected to solve most problems of detail or unusual situations by adapting methods or interpreting instructions accordingly. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements; the methods used in arriving at the end result are not usually reviewed in detail.

**Supervisory Responsibility**

Position does not require the regular supervision of employees, but may supervise the work of volunteers or interns.

**Accountability**

The nature of the professional or technical work means that errors in analysis, techniques or recommendations would probably be difficult to detect. Consequences of errors, missed deadlines or poor judgment could result in excessive costs, delay of service delivery, or legal repercussions to the municipality.

**Judgment**

The work requires examining, analyzing and evaluating facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices and precedents which may be complex or conflicting, at times. Judgment is used in analyzing specific situations to determine appropriate actions. Employee is expected to weigh efficiency and relative priorities in conjunction with procedural concerns in decision making. Requires understanding, interpreting and applying federal, state and local regulations.

**Complexity**

The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized fact finding techniques; or determining the methods to accomplish the work.

**Nature and Purpose of Personal Contacts**

Relationships are constantly with co-workers, the public and with groups and/or individuals who have conflicting opinions or objectives, diverse points of view or differences where skillful negotiating and achieving compromise is required to secure support, concurrence and acceptance or compliance; OR one-on-one relationships with a person who may be under severe stress, where gaining a high degree of persuasion may be required to obtain the desired effect. The employee may represent to the public a functional area of the municipality on matters of procedures or policy where perceptiveness is required to analyze circumstances in order to act appropriately.

**City of Somerville, Massachusetts**  
**Job Description**

**Confidentiality**

Employee has access to some confidential information obtained during the performance of the regular duties of the position.

**Recommended Minimum Qualifications**

**Education and Experience:** Bachelor's Degree in engineering, landscape architecture, planning or a closely-related field and three (3) years' 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. Master's degree in Planning or related field preferred but not required.

**Knowledge, Abilities and Skill**

**Knowledge:** Knowledge of basic principles and practices of planning, conservation, preservation, economic development, transportation and infrastructure is required; knowledge of applicable State and Federal public transportation regulations; strong knowledge of Microsoft Office Suite and proficient in the full range of traditional and digital communications methods.

**Abilities:** Ability to communicate effectively orally and in writing with state and federal agencies, architects, contractors, developers, owners, supervisors, employees, and the general public; ability to effectively read, understand and utilize technical drawings, traffic management plans, and other similar documents; ability to establish and maintain strong working relations with peers; ability to read architectural plans, interpret and apply complex regulatory code; ability to travel to multiple City locations within the workday; ability to maintain, manage, and organize records; ability to coordinate and run public meetings and/or presentations.

**Skill:** Skill in facilitating public presentations; demonstrated organizational skills managing multiple tasks and deadlines; excellent customer service and public speaking skills. Bi-lingual or multilingual ability in Spanish, Portuguese, and/or Haitian-Creole is preferred but not required.

**Work Environment**

The work environment involves everyday discomforts typical of offices, with occasional exposure to outside elements. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. Employee may be required to work beyond normal business hours in response to attend evening meetings or complete work assignments. When in the field or attending meetings, the environment can be at construction sites and outdoors.

**Physical and Mental 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.*

**Physical Skills**

Minimal physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. Work

**City of Somerville, Massachusetts**  
**Job Description**

requires some agility such as moving in or about construction sites or over rough terrain. There may also be some occasional lifting of objects such as office equipment or photocopy paper (up to 30lbs.). When in the field, more physical skill may be required to accomplish the duties required.

**Motor Skills**

Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, operating a telephone, personal computer and/or most other office equipment including word processing, filing and sorting of papers.

**Visual Skills**

Visual demands require constantly reading documents for general understanding and analytical purposes.

**City of Somerville, Massachusetts**  
**Job Description**

<b>Position Title:</b>	Streetscape and Public Space Planner	<b>Grade Level:</b>	NU09
<b>Department:</b>	OSPCD-Transportation & Infrastructure	<b>Date:</b>	1/18/2018
<b>Reports to:</b>	Director of Transportation & Infrastructure	<b>FLSA Status:</b>	Exempt

**Statement of Duties**

The Streetscape and Public Space Planner performs technical work and advises senior staff on urban design and landscape architecture to ensure that public and private investment advance the City’s goal of becoming the most walkable, bikable, transit-oriented city in the nation. Candidate will demonstrate capacity for field work, desk-based design tasks, technical quantitative analyses, public engagement and interdisciplinary coordination consistent with the City’s adopted Comprehensive Plan and adopted Open Space and Recreation Plan, as well as ongoing initiatives including the City’s Public Space and Public Life planning, Vision Zero planning, Urban Forestry planning and other related initiatives.

**Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various type 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. (Note: not all duties are performed by all incumbents in each division).*

- Perform urban design and landscape architecture work in one or more functional areas such as streetscape reconstruction, park and playground rehabilitation, schoolyard upgrades, public plaza planning, riparian zone enhancement and campus planning.
- Review and critique public space design submittals from City consultants, public agency partners and private developers for consistency with City goals, policies and standards including the new proposed Somerville Zoning Ordinance overhaul.
- Evaluate seating, lighting, planting, circulation and accessibility plans for street, sidewalk, park and plaza projects.
- Facilitate public engagement in physical planning processes.
- Produce design concepts for planning and discussion purposes via hand sketching, computer-assisted drafting (CAD), perspective rendering and photo simulation.
- Collaborate around visioning, planning, execution and evaluation of tactical urbanism installations and other temporary pilot projects.
- Assist in project scoping for City procurement of design services.
- Perform quantitative analyses related to urban and landscape design, and communicate complex data findings to a variety of audience types.

**Supervision Required**

Under general direction, employee plans and prioritizes the majority of work independently, in accordance with standard practices and previous training. Employee is expected to solve most problems of detail or unusual situations by adapting methods or interpreting instructions accordingly. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor. Work is generally reviewed only for technical

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**Job Description**

adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements; the methods used in arriving at the end result are not usually reviewed in detail.

**Supervisory Responsibility**

Position does not require the regular supervision of employees, but may supervise the work of volunteers or interns.

**Accountability**

The nature of the professional or technical work means that errors in analysis, techniques or recommendations would probably be difficult to detect. Consequences of errors, missed deadlines or poor judgment could result in excessive costs, delay of service delivery, or legal repercussions to the municipality.

**Judgment**

The work requires examining, analyzing and evaluating facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices and precedents which may be complex or conflicting, at times. Judgment is used in analyzing specific situations to determine appropriate actions. Employee is expected to weigh efficiency and relative priorities in conjunction with procedural concerns in decision making. Requires understanding, interpreting and applying federal, state and local regulations.

**Complexity**

The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized fact finding techniques; or determining the methods to accomplish the work.

**Nature and Purpose of Personal Contacts**

Relationships are constantly with co-workers, the public and with groups and/or individuals who have conflicting opinions or objectives, diverse points of view or differences where skillful negotiating and achieving compromise is required to secure support, concurrence and acceptance or compliance; OR one-on-one relationships with a person who may be under severe stress, where gaining a high degree of persuasion may be required to obtain the desired effect. The employee may represent to the public a functional area of the municipality on matters of procedures or policy where perceptiveness is required to analyze circumstances in order to act appropriately.

**Confidentiality**

Employee has access to some confidential information obtained during the performance of the regular duties of the position.

**Recommended Minimum Qualifications**

**Education and Experience:** Bachelor's Degree in engineering, landscape architecture,

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**Job Description**

planning or a closely-related field and three (3) years' 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.

**Knowledge, Abilities and Skill**

**Knowledge:** Knowledge of basic principles and practices of urban design, conservation, landscape architecture, horticulture, project management and/or planning theory is required; knowledge of applicable State and Federal regulations; strong knowledge of Microsoft Office Suite and proficient in the full range of traditional and digital communications methods.

**Abilities:** Ability to communicate effectively orally and in writing with state and federal agencies, architects, contractors, developers, owners, supervisors, employees, and the general public; ability to effectively read, understand and utilize technical drawings, site plans, and other similar documents; ability to establish and maintain strong working relations with peers; ability to interpret and apply complex regulatory code; ability to travel to multiple City locations within the workday; ability to maintain, manage, and organize records; ability to coordinate and run public meetings and/or presentations.

**Skill:** Skill in facilitating public presentations; demonstrated organizational skills managing multiple tasks and deadlines; excellent customer service and public speaking skills. Bi-lingual or multilingual ability in Spanish, Portuguese, and/or Haitian-Creole is preferred but not required.

**Work Environment**

The work environment involves everyday discomforts typical of offices, with occasional exposure to outside elements. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. Employee may be required to work beyond normal business hours in response to attend evening meetings or complete work assignments. When in the field or attending meetings, the work environment can be at construction sites and outdoors.

**Physical and Mental 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.*

**Physical Skills**

Minimal physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. Work requires some agility such as moving in or about construction sites or over rough terrain. There may also be some occasional lifting of objects such as office equipment or photocopy paper (up to 30lbs.). When in the field, more physical skill may be required to accomplish the duties required.

**Motor Skills**

Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, operating a telephone, personal computer

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and/or most other office equipment including word processing, filing and sorting of papers.

**Visual Skills**

Visual demands require constantly reading documents for general understanding and analytical purposes.

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Job Description**

<b>Position Title:</b>	Senior Urban Forestry & Landscape Planner	<b>Grade Level:</b>	NU07
<b>Department:</b>	OSPCD-Transportation & Infrastructure	<b>Date:</b>	1/14/2018
<b>Reports to:</b>	Director of Transportation and Infrastructure	<b>FLSA Status:</b>	Exempt

**Statement of Duties:**

The Senior Urban Forestry & Landscape Planner performs field work, technical analysis, public education and interdepartmental coordination around arboriculture practices, plant health, risk management and policy planning to support stewardship of the 12,000 public trees and 160 acres of publicly-accessible open space in New England’s most densely-populated city. Employee will lead program design, program management and project delivery of activities associated with implementing the Open Space goals outlined in the City’s Five-Year and Annual plans under its federal Community Development Block Grant program and consistent with SomerVision, the City’s legally-adopted Comprehensive Plan.

**Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various type 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. (Note: not all duties are performed by all incumbents in each division).*

- Lead and perform arboriculture work in one or more functional areas such as tree condition assessment, risk management, pruning procedures, soil management, insect and disease control, tree removal and planting.
- Inspect trees and related plants for quality, condition, defects, pests and other risks and determine best protective and corrective action.
- Prioritize assignments and balance team schedules for field work and office duties.
- Envision and prepare updates to the City’s Tree Inventory and Urban Forest Management Plan
- Interface with the City’s Department of Public Works around preparation, implementation and evaluation of Standard Operating Procedures for tree maintenance, pruning, removal and related activities.
- Ensure quality control for tree work by private utility companies and contractors, including field work and policy development.
- Design, implement and evaluate training programs for City staff, update with best practices in current field literature.
- Research, prepare and implement planting specifications and oversee pilot projects to test effectiveness.
- Lead community planning efforts associated with urban forestry, green infrastructure, and landscape management.
- Lead Division efforts to prepare and deliver public education messages and materials on care and management of the City’s urban forest.
- Evaluate planting plans for sidewalk, street and parks reconstruction projects.
- Review private development proposals and collaborate around permitting processes with interagency staff.



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**Job Description**

**Supervision Required**

Under administrative direction, working from municipal policies and objectives; individual establishes short-range plans and objectives, own performance standards and assumes direct accountability for department results; and may act as an independently elected official over a department. Employee consults with supervisor only where clarification, interpretation, or exception to municipal policy may be required. The employee is responsible for the development and implementation of departmental policies, goals, objectives and budgets. The employee is also expected to attempt to resolve conflicts which arise and coordinate with others as necessary.

**Supervisory Responsibility**

Employee, as a regular and continuing part of the job, *leads other workers* in accomplishing assigned work and also performs non-supervisory work that is usually of the same kind and levels as is done by the group led. The work leader is responsible to his/her supervisor for assuring that the work assignments of other workers are carried out by performing duties which typically consist of most of the following: distributes and balances workload among employees in accordance with established workflow and job specialization; assures timely completion of work; instructs employees in specific tasks or explains work methods to be employed and indicated applicable reference material and guidelines; checks work progress and reviews completed work to see that instructions have been carried out; answers questions and resolves problems that arise in the work; provides on-the-job training to new employees; reports to the supervisor on disciplinary problems, performance and training needs of employees; resolves simple, informal complaints of employees and refers others to the supervisor; may approve leave for a few hours or for emergencies.

**Accountability**

The nature of the professional or technical work means that errors in analysis, techniques or recommendations would probably be difficult to detect. Consequences of errors, missed deadlines or poor judgment could result in excessive costs, delay of service delivery, or legal repercussions to the municipality.

**Judgment**

Guidelines only provide limited guidance for performing the work. They may be in the form of administrative or organizational policies, general principals, legislation or directives that pertain to a specific department or functional area. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The employee is recognized as the functional area's authority in interpreting the guidelines, in determining how they should be applied, and in developing operating policies and practices.

**Complexity**

The work consists of employing many different concepts, theories, principles, techniques and practices relating to an administrative field. Assignments typically concern such matters as studying trends in the field for application to the work; assessing services and recommending improvements. Also, covers work performed by division or single department heads.

**City of Somerville, Massachusetts**  
**Job Description**

**Nature and Purpose of Personal Contacts**

Relationships are constantly with co-workers, the public and with groups and/or individuals who have conflicting opinions or objectives, diverse points of view or differences where skillful negotiating and achieving compromise is required to secure support, concurrence and acceptance or compliance; OR one-on-one relationships with a person who may be under severe stress, where gaining a high degree of persuasion may be required to obtain the desired effect. The employee may represent to the public a functional area of the municipality on matters of procedures or policy where perceptiveness is required to analyze circumstances in order to act appropriately.

**Confidentiality**

Employee has access to confidential information obtained during the performance of the regular duties of the position.

**Recommended Minimum Qualifications**

**Education and Experience:** Bachelor's Degree in forestry, arboriculture, horticulture, landscape contracting, or a closely related field with seven (7) years' experience or Master's degree in any of above fields. (Master's degree preferred). Bachelor's degree in Landscape Architecture or a closely related field, with arboriculture concentration, will be considered. Five (5) years' experience in tree and plant care operations; experience as foreperson or supervisor with a private tree company or landscape service is desirable. Master's degree in a relevant field may be considered. Any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

**Special Requirements:** ISA (International Society of Arboriculture) certification is required, or candidates must receive ISA certification within 180 days of hire. Extensions to this requirement may be considered. Additional certifications including ISA Municipal Specialist, Massachusetts Certified Arborist, Registered Landscape Architect are desirable.

**Knowledge, Abilities and Skill**

**Knowledge:** Knowledge of principles and practices of arboriculture; ANSI A300 Standards, ANSI Z60.1; and other relevant standards. Direct supervisory experience desirable. Knowledge of community, action groups, politics, neighborhoods and business concerns; considerable knowledge of civil engineering, architecture, landscape architecture and graphic presentation as applied to planning. Considerable knowledge of economic, sociological and environmental aspects of planning; particular knowledge and experience with relation to design, construction and inspection problems commonly met in connection with municipal engineering activities.

Knowledge of personal computers and GIS applications; thorough knowledge of transportation planning as it related to urban or regional planning principles and practices; extensive knowledge of multi-modal transportation design principles.

**Abilities:** Ability to work effectively with the City's Superintendent of Lights & Lines and City tree crew, which consists of one foreman and two laborers. Ability to interface with City contract arborists and private utility tree contractors. Ability to read and understand plan drawings and supervise implementation of a planting plan on sidewalk, street and parks construction projects.

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**Job Description**

Manage field data collection and analysis to ensure accurate and up-to-date tree inventory. Ability to formulate findings and recommendations to interdepartmental staff, and prepare technical reports. Ability to organize and direct the preparation of comprehensive research studies, analyze problems, prepare technical reports and formulate recommendations; ability to communicate effectively orally and in writing with architects, contractors, developers, owners, supervisors, employees, and the public; ability to travel to multiple City locations within the workday. Bilingual or multilingual ability preferred but not required.

Skills: Skilled public speaker; excellent customer service, planning and design skills. Design software skill (i.e. AutoCAD, ArcGIS, Sketch Up, Adobe Suite) is preferable; database software skill (Excel, TreeKeeper, etc) is essential. Strong written and oral communication skills necessary with peers, consultants, contractors, and representatives of other agencies; demonstrated skill at facilitating public presentations; organizational skills managing multiple tasks and deadlines.

**Work Environment**

The work environment involves everyday discomforts typical of offices, with occasional exposure to outside elements. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. Employee may be required to work beyond normal business hours in response to attend evening meetings or complete work assignments. When in the field or attending meetings, the environment can be at construction sites and outdoors.

**Physical and Mental 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.*

**Physical Skills**

Few physical demands are required to perform the majority of work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. Work requires some agility such as moving in or about construction sites or over rough terrain. When in the field, more physical skill may be required to accomplish the duties. May also be some occasional lifting of objects such as office equipment and computer paper (up to 30 lbs.)

**Motor Skills**

Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, operating a telephone, personal computer and/or most other office equipment including word processing, filing and sorting of papers.

**Visual Skills**

Visual demands require constantly reading documents for general understanding and analytical purposes.

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Job Description**

<b>Position Title:</b>	Transportation Planner	<b>Grade Level:</b>	NU09
<b>Department:</b>	OSPCD- Transportation and Infrastructure	<b>Date:</b>	1/18/2018
<b>Reports to:</b>	Director of Transportation and Infrastructure	<b>FLSA Status:</b>	Exempt

**Statement of Duties**

The Transportation Planner performs project management tasks, aids in program management and project delivery of Division transportation planning, traffic engineering and urban design projects, and prepares written project analysis to advance the City’s goal to become the most walkable, bikeable, transit accessible city in the nation. Projects worked on may include those relating to transportation operations, safety, planning, and design. Candidates for this position should be highly motivated with range of planning, research and analysis, and communication skills. Employee is required to perform all similar or related duties.

**Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various type 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. (Note: not all duties are performed by all incumbents in each division).*

- Performs transportation planning work in one or more functional areas such as project development and design, project management, and/or traffic operations.
- Assist with the planning and delivery of Division transportation and infrastructure projects
- Evaluate and make recommendations on technical aspects of transportation plans and/or capital projects that involve transit, bicycling, walking, and driving.
- Assist in conducting community planning efforts associated with increasing access and utilization of multimodal transportation.
- Interface with local community, other city departments, and other federal, state and local agencies.
- Design/prepare/review transportation related design plans
- Prepare written project analysis/response.

**Supervision Required**

Under general direction, employee plans and prioritizes the majority of work independently, in accordance with standard practices and previous training. Employee is expected to solve most problems of detail or unusual situations by adapting methods or interpreting instructions accordingly. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor. Work is generally reviewed only for technical adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements; the methods used in arriving at the end result are not usually reviewed in detail.

**Supervisory Responsibility**

Position does not require the regular supervision of employees, but may supervise the work of volunteers or interns.

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**Accountability**

The nature of the professional or technical work means that errors in analysis, techniques or recommendations would probably be difficult to detect. Consequences of errors, missed deadlines or poor judgment could result in excessive costs, delay of service delivery, or legal repercussions to the municipality.

**Judgment**

The work requires examining, analyzing and evaluating facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices and precedents which may be complex or conflicting, at times. Judgment is used in analyzing specific situations to determine appropriate actions. Employee is expected to weigh efficiency and relative priorities in conjunction with procedural concerns in decision making. Requires understanding, interpreting and applying federal, state and local regulations.

**Complexity**

The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized fact finding techniques; or determining the methods to accomplish the work.

**Nature and Purpose of Personal Contacts**

Relationships are constantly with co-workers, the public and with groups and/or individuals who have conflicting opinions or objectives, diverse points of view or differences where skillful negotiating and achieving compromise is required to secure support, concurrence and acceptance or compliance; OR one-on-one relationships with a person who may be under severe stress, where gaining a high degree of persuasion may be required to obtain the desired effect. The employee may represent to the public a functional area of the municipality on matters of procedures or policy where perceptiveness is required to analyze circumstances in order to act appropriately.

**Confidentiality**

Employee has access to confidential information obtained during the performance of the regular duties of the position.

**Recommended Minimum Qualifications**

**Education and Experience:** Bachelor's Degree in transportation planning, engineering, or a closely related field (Master's Degree preferred) and three (3) years' 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.

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EIT certification preferred, and a P.E. or P.T.O.E. is desirable.

**Knowledge, Abilities and Skill**

**Knowledge:** Knowledge of principles and practices of multimodal transportation planning engineering, and design; Traffic analysis methodologies in traffic capacity analyses, micro simulations and/or demand forecasting; Federal and State regulations and guidelines such as Highway Capacity Manual Methodologies, Manual on Uniform Traffic Control Device Standards and Guidelines, AASHTO, and NACTO's Urban Street Design Guide and Urban Bikeway Design.

**Abilities:** Ability to communicate effectively orally and in writing with state and federal agencies, architects, contractors, developers, owners, supervisors, employees, and the general public; Collect and Analyze transportation data, formulate findings and recommendations to senior staff, and prepare technical reports; Develop and apply transportation models in traffic simulation software for multi-modal analysis; Perform engineering calculations for transportation studies and surveys; Effectively read, understand and utilize technical drawings, traffic management plans, and other similar documents; Establish and maintain strong working relations with peers and the general public.

**Skills:** Skilled in Traffic analysis methodologies in traffic capacity analyses, micro simulations and/or demand forecasting using modeling software (i.e. Synchro, Simtraffic, Vissim, etc.); Design software (i.e. AutoCAD, ArcGIS, Sketch Up, Adobe Suite) is preferable; Strong written and oral communication with peers, consultants, contractors, and representatives of other agencies; Public speaking, facilitating and public presentations are required; Managing multiple tasks and deadlines.

**Work Environment**

The work environment involves everyday discomforts typical of offices, with occasional exposure to outside elements. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. Employee may be required to work beyond normal business hours in response to attend evening meetings or complete work assignments. When in the field or attending meetings, the environment can be at construction sites and outdoors.

**Physical and Mental 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.*

**Physical Skills**

Minimal physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. Work requires some agility such as moving in or about construction sites or over rough terrain. There may also be some occasional lifting of objects such as office equipment or photocopy paper (up to 30lbs.). When in the field, more physical skill may be required to accomplish the duties required.

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**Motor Skills**

Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, operating a telephone, personal computer and/or most other office equipment including word processing, filing and sorting of papers.

**Visual Skills**

Visual demands require constantly reading documents for general understanding and analytical purposes.

**City of Somerville, Massachusetts  
Job Description**

<b>Position Title:</b>	Director of Finance & Administration	<b>Grade Level:</b>	NU06
<b>Department:</b>	Water and Sewer	<b>Date:</b>	10/3/2017
<b>Reports to:</b>	Director of Water and Sewer	<b>FLSA Status:</b>	Exempt

**Statement of Duties**

The employee is responsible for all administrative, financial, and customer service functions of the business office in the Water and Sewer Department. Employee is required to perform all similar or related duties.

**Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various type 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.*

- Directs, coordinates and supervises administrative, financial and service functions of office.
- Develops the Annual Operating Budgets for the Water and Sewer Enterprise Funds.
- Develops the 10 Year Capital Investment Plan for the Water and Sewer Enterprise Funds.
- Provides long and short range revenue forecasting.
- Manages accounting, billing, budgeting and payroll activities.
- Performs revenue analysis and assists with setting yearly usage rates in cooperation with the Water & Sewer Director.
- Develops proposals for new charge models with the goal of complete cost recovery.
- Researches, investigates, and applies for all current grant and loan programs including those offered by the MWRA, DEP, and Clean Water Trust Fund.
- Manages the financial aspects of MWRA grant and loan programs, including all required reporting.
- In conjunction with City Treasurer, manages bond schedules and ensures on-schedule payment of debt service payments.
- Performs cost/benefit and ‘make/buy’ analysis of proposed vendor contracts.
- Oversee water and sewer billing, lien activity, and water shut-offs for non-payment.
- Monitors departmental spending and makes recommendations for budget adjustments.
- Manages all contracts and contract renewals.
- Coordinates with Departmental personnel the development of contract specifications for procurement purposes.
- Reviews revenue receipts and entries for proper posting in accounting system.
- Manages customer service staff responsible for providing centralized reception, work request and complaint services.
- Establishes administrative and operational controls to record and monitor departmental activities (i.e., attendance, overtime, project costs).
- Participates in developing and implementing departmental policies and procedures.
- Responds to all requests for public information.



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**Supervision Required**

Under administrative direction for financial functions for a major department, working from municipal policies and objectives; individual establishes short-range plans and objectives, own performance standards and assumes direct accountability for department results; and may act as an independently elected official over a department. Consults with supervisor only where clarification, interpretation, or exception to municipal policy may be required. The employee is responsible for the development and implementation of departmental policies, goals, objectives and budgets. The employee is also expected to attempt to resolve conflicts which arise and coordinate with others as necessary.

**Supervisory Responsibility**

Employee, as a regular and continuing part of the job, is accountable for the quality and quantity of work done by subordinates and assures the accomplishment of the assigned work in the prescribed manner. Supervisory functions typically consist of most of the following: plans, schedules and coordinates work operations to meet schedules, deadlines and priorities; revises work schedules to meet changes in workload or availability of manpower; recommends and justifies to higher levels of management changes in the organization of work, work methods or assignment of functions to positions that may affect staffing patterns, costs, work standards, etc.; assigns work based on varying capabilities of employees; assures that completed work meets the required standard of quality, timeliness and cost, taking corrective actions as necessary, including rejecting the work; recommends promotions, reassignments, pay increases or other personnel actions; oversees attendance and leave, typically including approval of ordinary sick and vacation schedules; advises employees of performance requirements and prepares formal evaluations of performance; gives advice and instruction on both administrative and work matters; informs subordinates of organizational policies, goals and procedures; resolves employee complaints and effects disciplinary actions, such as oral warnings and reprimands; has substantial responsibility for technical soundness of subordinates' work.

**Accountability**

The nature of the professional or technical work means that errors in analysis, techniques or recommendations would probably be difficult to detect. Consequences of errors, missed deadlines or poor judgment could result in excessive costs, delay of service delivery, or legal repercussions to the municipality.

**Judgment**

Guidelines only provide limited guidance for performing the work. They may be in the form of administrative or organizational policies, general principals, legislation or directives that pertain to a specific department or functional area. Extensive Judgment and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The employee is recognized as the department or functional area's authority in interpreting the guidelines, in determining how they should be applied, and in developing operating policies and practices.

**Complexity**

The work consists of the practical application of a variety of concepts, practices and specialized techniques relating to a professional or technical field. Assignments typically involve evaluation

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and interpretation of factors, conditions or unusual circumstances; inspecting, testing or evaluating compliance with established standards or criteria; gathering, analyzing and evaluating facts or data using specialized fact finding techniques; or determining the methods to accomplish the work.

**Nature and Purpose of Personal Contacts**

Relationships are constantly with co-workers, the public and with groups and/or individuals who have conflicting opinions or objectives, diverse points of view or differences where skillful negotiating and achieving compromise is required to secure support, concurrence and acceptance or compliance. The employee may represent to the public a functional area of the municipality on matters of procedures or policy where perceptiveness is required to analyze circumstances in order to act appropriately.

**Confidentiality**

Regular access at the departmental level to a wide variety of confidential information, including personnel records, client records, criminal investigations, court records, financial records.

**Recommended Minimum Qualifications**

**Education and Experience:** Bachelor's Degree in business administration, finance, accounting, public administration, or related discipline and seven (7) years' experience in a finance related position; 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. Financial experience with Public Utilities preferred.

**Knowledge, Abilities and Skill**

**Knowledge:** Knowledge of governmental budgeting and accounting; knowledge of enterprise fund accounting. Microsoft office and MUNIS experience preferred.

**Abilities:** Ability to interact with diverse groups and individuals. Ability to complete multiple tasks in a timely, detailed and organized manner. Requires excellent oral and written communication ability.

**Skill:** Analytical skills required. Proficient data processing skills, including spreadsheet applications such as Microsoft Excel. Experience with word processing, database management, and financial accounting software.

**Work Environment**

The work environment involves everyday discomforts typical of offices, with occasional exposure to outside elements. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. Employee may be required to work beyond normal business hours in response to attend evening meetings or complete work assignments.

**Physical and Mental 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.*

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**Physical Skills**

Few physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. May also be some occasional lifting of objects such as office equipment and computer paper (up to 30 lbs.)

**Motor Skills**

Duties are largely mental rather than physical, but the job may occasionally require minimal motor skills for activities such as moving objects, operating a telephone, personal computer and/or most other office equipment including word processing, filing and sorting of papers.

**Visual Skills**

Visual demands require constantly reading documents for general understanding and analytical purposes.