

City of Somerville, Massachusetts
Job Description

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

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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.

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.

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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

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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.