

## CITY OF PAWTUCKET

CITY HALL  
137 ROOSEVELT AVENUE  
PAWTUCKET, RHODE ISLAND 02860

**DONALD R. GREBIEN**  
MAYOR

### INTERNAL/EXTERNAL BIDS

#### NOTICE

The City of Pawtucket is posting the following vacancy in Local 3960 AFSCME:

#	DEPT.	DIVISION	JOB TITLE	PAYGRADE SALARY RANGE
1	Public Works	Building Maintenance	Project Leader	T10 - \$50,252.22- \$57,830.86

**Schedule: 35 hours per week**

**Minimum requirements upon application:**

Bachelor's Degree (B.S.) in Civil Engineering or Building Technology;

And four years of related work experience, preferably in a Civil Engineering consulting firm and preferably an Engineering in Training (EIT) Certificate.

Must be proficient in the use of computers, including a strong knowledge of AutoCAD, Microsoft Word, Excel, PowerPoint and Access software. Should be familiar with, and have a working knowledge of AASHTO, AISC, ACI and IBC.

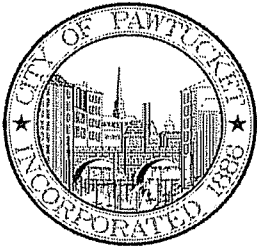
Please see Job Description for details.

Candidates must meet minimum qualifications as stated in job description.

**Please submit a City of Pawtucket job application, which can be found at [www.pawtucketri.com](http://www.pawtucketri.com) under job opportunities, copy of CDL, College Diploma and resume to [HR@pawtucketri.com](mailto:HR@pawtucketri.com).**

Application Period: March 25, 2019- Until filled

The City of Pawtucket is an Equal Opportunity/Affirmative Action Employer and fully complies with the American with Disabilities Act.



**JAMES E DOYLE**  
**MAYOR**

## **CITY OF PAWTUCKET**

### **JOB DESCRIPTION**

Job Title:	Project Leader
Department:	Engineering
Reports To:	Engineering Director/City Engineer
Grade Level:	T-10
Prepared By:	SAR
Prepared Date:	February 14, 2006
Approved By:	Stephen A. Ricci, Director of Engineering
Approved Date:	February 14, 2005

### **SUMMARY**

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The Project Leader is a full time, 35 hour per week position that works under the direction of the City Engineer.

The Project Leader will be responsible for assisting in the development of projects, preparing plans, specifications, and cost estimates related to architectural, civil, environmental, and structural engineering. The Project Leader will serve as the Resident Engineer on City construction projects, perform all construction management responsibilities including but not limited to coordination, administration, inspections, survey layout, and shop drawing review. This person will also provide technical assistance to all department employees, especially in the area of AutoCAD as it relates to contract development and the GIS Program. In addition, -this position will work closely with the City Engineer and develop infrastructure specifications, oversee the Dig Safe Program, develop and maintain an Engineering Department website from which plans, specifications and any other information as deemed necessary can be made available to the general public. The position supervises the work of engineering aides, and requires the ability to update and maintain various plans, maps, and records in both hard copy and digital format. This position requires establishing and maintaining a co-operative relationship with municipal officials, the public, and with various State Agencies. The position requires independent thinking with some direction from the City Engineer. Other duties may be assigned.

#### **QUALIFICATIONS**

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and / or ability required. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions.

## **EDUCATION and/or EXPERIENCE**

Requires a Bachelor of Science degree in Civil Engineering or a Bachelor of Science degree in Building Technology from an accredited college, university, or technical institution, and four years of recent related work experience, preferably in a Civil Engineering consulting firm and preferably an Engineering In Training (EIT) Certificate. Must be proficient in the use of computers, including strong knowledge of AutoCAD, Microsoft Word, Excel, PowerPoint and Access software. Should be familiar with, and have a working knowledge of, AASHTO, AISC, ACI, and IBC.

## **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to read, analyze, and interpret technical information and legal documents. Ability to effectively present information to management, public groups, boards and the general public.

## **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as percentages, areas, circumference, volumes, and angles. Ability to apply concepts of algebra, geometry and trigonometry.

## **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions, and an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid driver's license

## **PHYSICAL DEMANDS**

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 essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop; kneel, crouch or crawl; and talk or hear. The employee is occasionally required to sit. The employee must occasionally lift and or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

## **WORK ENVIRONMENT**

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

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. Must be physically capable of moving about on a construction work site and under adverse field conditions. The employee is occasionally exposed to high, precarious places; fumes or airborne particles; and vibrations. The noise level in the work environment is moderate to loud.