



Position Vacancy

RFP #25-041-01

Position: Director of Transportation Engineering
Department: Department of Public Works/Engineering & Transportation
Salary Range: S2 Full Range: \$101,420 – \$140,590
Anticipated Hiring Range: \$101,420 – \$121,005
Schedule: Monday - Friday 8:30 a.m. to 5:00 p.m.
Hours per week: 40



The City of Framingham is currently a 100% onsite work environment.

- Position will remain open until filled.
- The City of Framingham's Department of Public Works is headquartered at 110 Western Avenue, Framingham.
- The City of Framingham offers a robust benefits package and is an eligible employer for the [Federal Student Aid Public Service Loan Forgiveness Program](#).
- We seek to hire a candidate who shares our commitment to Framingham and values civility, collegiality and working in a coordinated team environment to serve the City of Framingham.

Position Purpose:

The Director of Transportation Engineering manages and coordinates the provision of traffic and transportation engineering and planning work for the department's operational programs and the City's capital improvement program. 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.

1. Manages, organizes, coordinates, and monitors activities and functions of the department's capital improvement program; oversees the integration of the transportation and pavement management plans with other capital plans.
2. Manages and oversees the design and construction of highway systems including the pavement type, storm water system, pavement markings, traffic signal system, pedestrian amenities, street signage and street lighting, guard rail systems, parking facilities/strategies, and all other appurtenances that reside along the Public Way.
3. Participates in the City's Traffic Improvement Plan (TIP) process and project list; develops projects for inclusion in the State TIP program and manages the progress of designs in accordance with predetermined deadlines; may appear before the MPO to advocate for projects to the Mass Highway Department for approval.
4. Implements the concepts of Complete Streets and manages the installation of traffic calming devices.
5. Plans and designs traffic signal improvements and oversees the permitting process for signals and traffic signage in accordance with applicable local, state and Federal regulations.
6. Performs quality control reviews for construction projects prior to bid advertisement.
7. Provides technical support to DPW operation Divisions.

8. Manage, organize, coordinate and monitor activities and functions of projects in cooperation with other departments and outside agencies, contractors and design professionals.
9. Coordinate and manage private consultants in the study, design and construction oversight of capital improvement projects. Manage projects through the public procurement process including bidding and construction.
10. Analyze and prepare written reports on program and project performance using qualitative analyses and other project management techniques.
11. Develop program and project budgets, schedules, work plans, labor utilization and cost estimates/projections.
12. Work cooperatively with other city employees and private organizations to facilitate project implementation and completion.
13. Interact with utility companies and other governmental agencies to obtain necessary permits and clearances and to ensure regulatory compliance.
14. Meet with community representatives and developers to review proposed projects and activities.
15. Demonstrate continuous effort to improve operations, decrease turnaround times, streamline work processes and work cooperatively and jointly to provide quality seamless customer service.
16. Makes presentations to City Boards and Committees as well as to resident advocacy groups.
17. Member of the City's Traffic and Roadway Safety Committee with responsibility for organizing and carrying out items that have been voted on within these meetings.

Qualifications:

- Bachelor's degree in civil engineering or a related field
- Minimum of 6 years of related work experience with a focus on municipal public works preferred
- Registered Professional Engineer in the Commonwealth of Massachusetts.
- Class D Motor Vehicle Driver's License and ability to drive.
- Certification as a Professional Traffic Operations Engineer desirable.
- **Knowledge of:**
 - civil engineering principles and practices such as roadway design and construction techniques, traffic signal design and operation, stormwater drainage design and construction, hydraulics and hydrology
 - roadway, sidewalk, traffic signal, and drainage maintenance and repair techniques
 - land use, planning
 - surveying techniques, and practices
 - department services and the City's Capital Improvement Program
 - City government and geography including public works-related infrastructure and landmarks within the city
 - State Procurement laws and regulations
 - computer software applications in engineering design, drafting and in support of Division operations.
- **The Ability to:**
 - Plan, assign and supervise the work of groups of employees engaged in a variety of public works construction and maintenance operations.
 - Establish and maintain effective and harmonious working relationships with co-workers, City officials and departments, state agencies and the general public.
 - Deal with employees tactfully and effectively and maintain positive public relations.
 - Communicate effectively in written and oral form.
 - Prepare and administer budget and to prepare detailed work activity and performance reports.
 - Delegate responsibility and work well with subordinates.
 - Read and understand traffic signals plans.
 - Use and understand AutoCAD.
 - Use and understand traffic simulation software.
 - effectively present technical projects in an understandable manner to widely varying audiences

The City of Framingham will consider an equivalent combination of education and experience.

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 position's essential functions.

Few physical demands are required to perform the assigned work. Occasionally may have to lift or move typical objects, including laptops, keyboards and phones. Must be able to operate a motor vehicle, use a personal computer and sometimes climb a ladder. Position involves frequent reading of documents for general understanding and analytical purposes, and routinely reviewing non-written documents, such as construction blue prints and maps, to determine colors.

Supervision Required:

The employee operates under the general direction of the City Engineer, working from municipal policies and objectives; individual establishes short and long-range plans and objectives, City 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 exercises control in the development of departmental policies, goals, objectives and budgets. The employee is also expected to resolve all conflicts, which arise and coordinate with others as necessary.

Supervisory Responsibility:

Employee is regularly and continually required to lead other employees to assist them in completing their assigned work. The employee also performs non-supervisory work similar in nature and level to that of the employee(s) they supervise. The employee is not responsible for taking any disciplinary action nor is the employee involved in the hiring process. The employee is responsible for providing direction and guidance to four (4) full-time employees and one (1) seasonal employee. Work operations may be subject to substantial cyclic or seasonal fluctuations, or substantial changes in work procedures, volume, or products which are (or can be) reasonably anticipated and planned for in advance. Employees work at the same location and the same work shift.

Work Environment:

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

Occupational Risk:

Duties generally do not present occupational risk to the employee. A personal injury could occur, however, through employee failure to properly follow safety precautions or procedures when conducting field inspections. Examples of injury include bruises from falls, cuts or burns, or muscular strains when conducting field inspections or from lifting or carrying equipment or materials.

The City of Framingham is committed to the ongoing pursuit of strategic diversity initiatives that help to position diversity, equity, and inclusion as central to municipality and community-wide excellence in the City of Framingham. In doing so, Framingham strives for a city culture and environment that fosters a true sense of belonging for all, provides opportunity for everyone to participate equally and fully in the city, their communities and neighborhoods in ways that helps to develop each individual's capacity to confidently and competently engage within and across difference. Given an evolving national context and the richness in the demographic and linguistic profile of our city, the City of Framingham has made a significant commitment to addressing and enhancing its community climate, culture and multiplicity of service capabilities as a city.

The City of Framingham is an Affirmative Action Equal Opportunity Employer.