The Staff Civil Engineer/Staff Landscape Architect provides technical assistance to Local Housing Authorities (LHAs) and their design consultants in preparing capital improvement plans, writing scopes of work, and generating construction documents for site-related capital projects at state-aided public housing developments. Reviews project plans and documents to ensure compliance with Agency guidelines and standards, Massachusetts State Building Code requirements, and other statutory or regulatory requirements. May conduct more thorough reviews on projects where non-compliance is evident or suspected and, in such situation, recommends appropriate action to assure that construction documents meet all requirements. Reviews proposed change orders during project construction and conducts post-occupancy reviews to evaluate completed construction contracts and the effectiveness of consultant work products, as required and as directed by the Supervisor. Assists with creation and update of design and construction guidelines and standards, design review procedures, and other technical standards.

DUTIES AND RESPONSIBILITIES (these duties are a general summary and not all inclusive):

1. Advises LHAs in the preparation of five year capital improvement plans (CIPs). Reviews the 240 CIPs submitted annually, making recommendations on project scopes, priorities, budgets, and schedules.

2. Prepares scopes of services, cost estimates, fee proposals, and schedules for design consultant in the form of a Request for Services or Work Order or reviews such work products by LHA consultants. May participate in DHCD Designer Selection Committee process and related designer performance evaluations.

3. Reviews technical drawings and specifications for compliance with applicable code and DHCD design requirements. Coordinates the review with other DHCD staff, including architects and project managers.

4. Conducts field investigations and provides technical assistance on site-related issues for LHAs, external consultants, and DHCD Staff.
5. Assists in the drafting of DHCD Design and Construction Guidelines and Standards. Trains or assists in the training of design consultants in the application of Guidelines and Standards and on compliance with required design and bidding procedures. Evaluates consultants’ performance in these areas.

6. Advises Construction Management Unit on technical merits of complex change order proposals and other contract amendments.

7. Carries out special technical studies as directed by Supervisor.

8. Prepares detailed in-house specifications for site-related construction projects, when requested and directed by the Supervisor.

9. Prepares generic template specifications for common project types, when requested and directed by the Supervisor.

10. Prepares template projects with abbreviated scopes of work within the electronic Capital Planning System (CPS) which allows LHAs to do long-range capital improvement planning, when requested and directed by the Supervisor.

11. Other duties as assigned.

PREFERRED QUALIFICATIONS:
1. Registered Professional Engineer or Landscape Architect in Massachusetts.
2. Experience designing or reviewing designs for site improvement projects such as: concrete and asphalt paving projects, retaining walls, site drainage systems, and septic systems.
3. Experience designing resilient sites to mitigate storm water flooding and heat, as well as landscaping for Low Impact Development (LID), and green infrastructure.
4. Knowledge of materials, construction methods, equipment, technical detailing of construction drawings, maintenance issues, and code requirements as they relate to multi-family housing modernization and construction.
5. Experience managing the design and construction process, particularly in the public sector.
6. Knowledge of proactive capital planning issues including an ability to weigh priorities for capital improvement projects given limited funding, and proposing realistic scopes, budgets and schedules for the projects.
7. Ability to work independently and meet deadlines with minimal supervision.
8. Experience with the Americans with Disabilities Act, modular construction techniques, and lead paint abatement.

MISSION STATEMENT:
The Department of Housing and Community Development (DHCD) is within the Housing and Economic Development Secretariat and its work touches the lives of all Massachusetts residents. DHCD’s mission is to strengthen cities, towns and neighborhoods to enhance the quality of life of Massachusetts residents by providing leadership, professional assistance and financial resources to promote safe, decent, affordable housing opportunities, economic vitality of communities and sound municipal management.

COMMENTS:
Please upload resume and cover letter.

Salary placement is determined by years of experience and education directly related to the position and the Human Resources Division’s Recruiting Guidelines.

Education, licensure and certifications will be verified in accordance with the Human Resources Division’s Hiring Guidelines. Education and license/certification information provided by the selected candidate(s) is subject to the Massachusetts Public Records Law and may be published on the Commonwealth’s website.
QUALIFICATIONS
First consideration will be given to those applicants that apply within the first 14 days (by 06/04/20).

Minimum Entrance Requirements:

Applicants must have at least (A) five years of full-time, or equivalent part-time, technical or professional experience in civil engineering work in such areas as construction, survey, design, transportation, hydraulics, structural, sanitary, drafting, environmental, highway, architectural, airport, soils and materials of which (B) at least three years must have been in a professional capacity, and (C) of which at least one year must have been in a supervisory, managerial, or administrative capacity, or (D) any equivalent combination of the required experience and the substitutions below.

Substitutions:

I. An Associate's degree with a major in civil engineering** or civil engineering technology** may be substituted for a maximum of one year of the required (A) experience.*

II. A Bachelor's degree with a major in civil engineering** or civil engineering technology**, may be substituted for a maximum of two years of the required (A) experience.*

III. A Graduate degree with a major in civil engineering** may be substituted for a maximum of two years of the required (A) experience and one year of the required (B) experience.*

**NOTE: The terms civil engineering and civil engineering technology include related engineering disciplines, such as construction, survey, hydraulics, design, transportation, structural, soils, sanitary, environmental, drafting, highway, architectural, mining, airport and materials.

*Education toward such a degree will be prorated on the basis of the proportion of the requirements actually completed.

NOTE: Educational substitutions will only be permitted for a maximum of one year of the required (B) experience. No substitutions will be permitted for the required (C) experience.

Special Requirements: Based on assignment, possession of a current and valid Massachusetts Motor Vehicle Operator's License may be required.

An Equal Opportunity / Affirmative Action Employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply.

If you have Diversity, Affirmative Action or Equal Employment Opportunity questions or need a Reasonable Accommodation, please contact Diversity Officer / ADA Coordinator: Nancy DePaul - 617-573-1100

HOW TO APPLY
Apply online at https://massanf.taleo.net/careersection/ex/jobdetail.ftl?job=20000428