

**Staff Sustainability Engineer - (180001GV)**

**Official Title:** Civil Engineer IV

**Primary Location:** United States-Massachusetts-Boston-100 Cambridge Street

**Job:** Engineering

**Agency:** Department of Housing and Community Development

**Schedule:** Full-time

**Shift:** Day

**Job Posting:** Mar 6, 2018, 5:06:45 PM

**Number of Openings:** 1

**Salary:** 67,503.80 - 98,449.00 Yearly

**Bargaining Unit:** 09-MOSES - Engineers/Scientists

The Division of Public Housing is seeking a Registered Engineer specialized in mechanical, electrical, and/or plumbing disciplines, to work on creating engineering project scopes and reviewing plans and documents for all disciplines of engineering. The Registered Engineer is also a subject-matter expert in sustainable technology. The incumbent provides technical assistance to Local Housing Authorities (LHAs) and their consultants in preparing capital improvement plans and designing new and/or renovating existing public housing developments. He/she assists in the development of modernization programs, design and construction guidelines and standards, design review procedures and technical standards; conducts rapid reviews of LHA consultant designer work products to ensure compliance with Bureau of Housing Development and Construction (BHDC) guidelines and standards, program criteria, and MA State Building Code requirements and other statutory or regulatory requirements. He/she reviews proposed change orders during construction and conducts post-occupancy reviews to evaluate completed construction. He/she performs duties related to the Sustainability Program including strategic planning, data analysis, attending meetings, developing guidelines and standards and review of capital projects.

The ideal candidate is a Registered Engineer in the Commonwealth of Massachusetts with at least five years of experience in the profession, including extensive design, detailing, and cost-estimating experience. He/she has demonstrated experience working both independently and as part of a team. The incumbent is able to communicate effectively, manage multiple priorities and meet deadlines. He/she has demonstrated proficiency using Microsoft Word, Excel, Outlook, PowerPoint and Access.

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

1. Advises local housing authorities in the preparation of five year capital improvement plans (CIP5). Reviews the CIP5 submitted by local housing authorities. Provides recommendations for scope, budget, and schedule for LHA capital projects.
2. Conducts field investigations and provides technical assistance on housing related engineering issues for DHCD and local housing authorities.
3. Conducts feasibility and technical research studies and drafts or assists in the drafting of the BHDC Design and Construction Guidelines and Standards. Trains and/or assists in the training of designers working on behalf of LHAs in the use of such Guidelines and Standards and trains in BHDC design and bidding procedures and evaluates designer performance in this area.

4. 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 designer selection and designer performance evaluation process.
5. Conducts an engineering review (mechanical, electrical, civil, etc.) of technical drawings and specifications for compliance with applicable code and DHCD design requirements. Coordinates the engineering review with the Unit's architectural review staff.
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 particular engineering projects and for construction purposes, when requested and directed by the Supervisor.
9. Prepares generic template specifications for engineering projects that are preliminary and general in scope, and require careful editing and completion by others knowledgeable in the design and construction industry, when requested and directed by the Supervisor.
10. Prepares template projects with abbreviated scopes of work within the electronic Capital Planning System (CPS) for engineering projects and for the purposes of long-range capital improvement planning by Local Housing Authorities, when requested and directed by the Supervisor.
11. Participates in Sustainability Strategic Planning, the implementation of the plan and projects, and data analysis. Along with the Sustainability Director, attends meetings & assists with the working relationship and projects of Partner Program/Agencies, LHAs, Regional Capital Assistance Teams (RCATs) and other Stakeholders. Assists in the implementation of both DHCD and Partner Agencies sustainability engineering projects, and writes/revises Design Guidelines for Sustainability related to engineering technology/resource conservation.
12. Other duties as assigned.

#### **PREFERRED QUALIFICATIONS**

1. Registered Professional Engineer in mechanical or electrical engineering fields in Commonwealth of Massachusetts.
2. Bachelor's degree or higher in mechanical and/or electrical, engineering field is preferred; at least five years of experience in the profession, including extensive design, detailing, and cost estimating experience is preferred.
3. Professional experience in design and construction administration and/or management in the discipline(s) of mechanical engineering and/or electrical engineering is preferred.
4. Knowledge and experience with high efficiency, renewable thermal, solar, net metering, and other sustainable technologies for buildings and sites.
5. Knowledge of engineering issues (mechanical, electrical, civil, etc.), materials, construction methods, building equipment, technical detailing of construction drawings, maintenance issues, and code requirements as they relate to housing modernization and construction.
6. Experience in management of the design and construction process, particularly in the public sector.
7. 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.

8. Ability to problem solve including analysis of issues, drawing conclusions, proposing appropriate recommendations.
9. Ability to write, communicate, and mentor in a concise and clear manner.
10. Ability to work independently or in a team setting and meet deadlines with minimal supervision.
11. Knowledge of inspection techniques followed in engineering (mechanical, electrical, plumbing), projects.
12. Knowledge of safety practices and procedures followed in engineering (mechanical, electrical, plumbing), projects.
13. Demonstrated ability to use MS Word, Excel, Outlook, PowerPoint and Access, including but not limited to word processing, spreadsheets, emailing and calendars. Experience with the Americans with Disabilities Act, modular construction techniques, and lead paint abatement are desirable, but not required.

### **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**

Salary placement is determined by years of experience and education directly related to the position and the Human Resources Division's Recruiting Guidelines. In the case of a promotional opportunity, the salary provisions of the applicable collective bargaining agreement will apply to placement within the salary range.

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.

Please attach a resume when applying for this position.

### **QUALIFICATIONS**

**First consideration will be given to those applicants who apply within the first 14 days (by 03/20/18).**

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.

#### **HOW TO APPLY**

Create profile online and apply at <https://massanf.taleo.net/careersection/ex/jobdetail.ftl?job=180001GV>

**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**

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