

Medford

Medford City Hall
85 George P. Hassett Drive
Medford, MA 02155
Office of Diversity and Human Resources, Room 204
HR: 781-475-5640 Fax: 781-393-9489

POSTING DATE: June 11, 2024
POSTING REMOVAL DATE: June 25, 2024
POSITION: Field Engineering Aide - Engineering Division
DEPARTMENT: Department of Public Works
HOURS OF WORK: Monday, Tuesday, Thursday 8:30 am - 4:30 pm
Wednesday 8:30 am - 7:30 pm, Friday 8:30 am - 12:30 pm, Full-Time/35 hours per week
May be required to work outside of normal business hours at night or on weekends

SALARY: \$59,180.68 - \$68,785 (PW-13)

Basic Function:

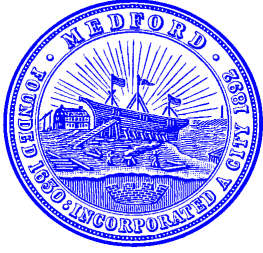
The Field Civil Engineer reports to the City Engineer and is responsible for conducting field investigations and mapping of the City's drainage, sewer and water utility systems; construction inspection and oversight; and designing and managing roadway and utility engineering projects. This position will also assist with utility asset management, stormwater system management, and pavement condition management.

Responsibilities:

- Perform field investigations to verify and update utility network connectivity of drainage, sewer and water systems.
- Inspect utility system features, such as manholes, catch basins, outfalls, stormwater management structures and pipes, and update inspection databases.
- Collect GPS data and other field data, and update GIS databases and mapping related to roadway and utility assets.
- Perform public works construction supervision and administration; manage work orders.
- Design and develop roadway improvements including layout, grading, drainage.
- Assist with and perform engineering studies, including drainage and hydraulic studies for flood mitigation; develop designs to mitigate localized flooding; write technical reports.
- Monitor and update utility asset management databases, conduct asset management data and risk analysis, and prepare condition assessment reports.
- Assist with the implementation of the City's pavement management plan and perform pavement condition investigations and assessment.
- Assist with management of roadway drainage systems, including managing the EPA MS4 stormwater permitting requirements.
- Prepare, apply for and manage permits necessary to perform construction work, such as MWRA 8M, DCR construction permit, etc.
- Update maps & plans, prepare as-built plans and plans for presentations.
- Prepare cost estimates for construction projects.
- Coordinate with contractors, consultants, residents, other DPW divisions, other departments within the City, government agencies and officials.
- Other tasks and assignments per the City Engineer.

Required Knowledge:

Knowledge of the Massachusetts Department of Transportation (MassDOT) standards for highway construction. Knowledge of stormwater standards for roadways and familiarity with MS4 Permit requirements. Familiarity with MassDOT, DCR, DEP, EPA and other relevant state and federal agencies and their respective rules and requirements.



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Familiarity with Complete Streets principles. Proficient in typical software used in the design of roadways including AutoCAD. Strong knowledge of other engineering software used in engineering design, such as AutoTurn and HydroCAD.

Education and Experience:

Bachelor of Science in Civil Engineering or Construction Management required. Minimum of one year of relevant experience required; three (3) or more are preferred.

Licenses and Certifications:

Engineer-in-Training (EIT) preferred but not required; pursuit of Professional Engineer (PE) preferred.

Other Skills:

- Proficient in AutoCAD for drafting and design, familiar with ArcGIS for data input and map creation.
- Proficiency with Microsoft Office (Word, Excel, Access, PowerPoint) including preparing engineering reports and calculations.
- A valid driver's license is required.
- Strong organizational, decision-making, and time management skills.
- Ability to establish and maintain effective communication, both written and oral, with all levels of employees, public officials, consultants and others. Excellent written and oral communications skills.
- Strong ability to work independently and troubleshoot issues as they arise.
- Ability to perform highly detailed work on multiple, concurrent tasks, and work under intensive deadlines.

Work Conditions:

Field and office work. Expect to work outside in all weather conditions. Expect to lift moderate weight. Expect to manually open manhole and catch basin covers.

Physical Activity Requirements:

While performing duties of this position, an employee is regularly required to walk, stand or sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office and field equipment; and reach with hands and arms. Specific vision abilities required by this job include close and far vision, and the ability to adjust focus to read and operate office or field equipment as necessary during the course of the work assignments.

**ADDRESS ALL COVER LETTERS AND RESUMES TO
Human Resources Department
City of Medford – Room 204
85 George P. Hassett Drive
Medford, MA 02155**

Or send cover letter and resume with the job title in the subject line to jobs@medford-ma.gov

The City of Medford is an Equal Opportunity Employer. All applications will receive equal consideration regardless of disability, race, color, religion, creed, gender, sexual orientation, veteran status, and any other protected class status, in accordance with applicable. Residents of the City of Medford, Women, People of Color, Veterans and Persons with Disabilities are encouraged to apply.