

# Medford

Medford City Hall  
85 George P. Hassett Drive  
Human Resources Department, Room 204  
HR: 781-475-5640 - Fax: 781-393-9489

<b><u>POSITION:</u></b>	<b><u>Assistant City Engineer</u></b>	<b>#J2024 – 0007 Posted 9/17/24</b>
<b><u>DEPARTMENT:</u></b>	Department of Public Works, Engineering Div	<b>Posting Expire: 10/8/24</b>
<b><u>HOURS OF WORK:</u></b>	Full-time (35 hours/weekly) Monday, Tuesday, and Thursday 8:30 AM – 4:30 PM; Wednesday 8:30 AM – 7:30 PM; Friday 8:30 AM – 12:30 PM. Some evening meetings, and some fieldwork outside normal hours as needed.	
<b><u>SALARY:</u></b>	<b>Non-Union PW 21 (\$1,795.71 - \$2,038.23/Weekly)</b>	

## **BASIC FUNCTION:**

The position is responsible for designing, developing, and managing roadway and utility engineering projects. This position may also manage other roadway-related work such as roadway and sidewalk improvements, and water and sewer improvements. This position directly supports the City Engineer and at times may need to represent the City Engineer.

## **SUPERVISION:**

Works under the direct supervision of the City Engineer. Supervises Junior Engineer Staff and Field Engineers.

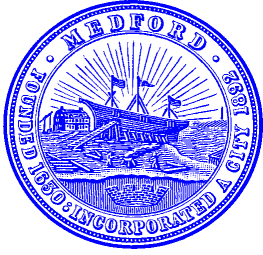
## **RESPONSIBILITIES:**

- Design, develop, and manage infrastructure improvement projects related to roadways, sidewalks, sanitary sewers, water distribution systems, and stormwater management/collection systems.
- Prepares reports and manages stormwater collection system NPDES MS4 permit requirements, including preparing required reports, and managing projects related to MS4 compliance, and improvements to the City's stormwater collection system.
- Assist Procurement in the preparation of Requests for Proposals and Requests for Quotes for consultants to prepare engineering studies, reports, bid documents, and construction oversight.
- Perform engineering studies and prepare technical reports associated with the public utility systems including drainage and hydraulic studies, soil evaluations, water sewer and drain network flow evaluations, material evaluation, and construction observations.
- Prepare engineering cost estimates, plans, and specifications, and assist with procurement for engineering projects as well as when seeking/implementing grant projects.
- Reviews stormwater, sewer, and water system calculations, site plans, and reports for new developments prepared by other engineers to confirm compliance with City standards, to determine the impact to existing utility systems, and make recommendations for mitigation to the approving authority.
- Prepare applications for and manage grant awards, and other funding sources that support engineering projects and identify and secure City matches or supplemental funding.
- Inspect construction work done by private contractors and utility companies for adherence to engineering standards and/or contract specifications.
- Measure and report construction work done by city contractors for payment(s) due based on periodic pay applications.
- Performs other related duties as assigned by the City Engineer.

## **EDUCATION & EXPERIENCE:**

Bachelor of Science in Civil Engineering required. Minimum of five (5) years of relevant experience is required; eight (8) or more is preferred.

License and Certifications - Professional Engineer (PE) license is preferred, but not required; Engineer-in-Training (EIT) is



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required; with the pursuit of a Professional Engineer (PE) preferred. Valid class D driver's license required. Soil Evaluator license is preferred, but not required. OSHA 10-hour certification is required or must be obtained within 6 months.

## **KNOWLEDGE, SKILLS & ABILITIES:**

**Knowledge:** Knowledge of GIS systems, ArcGIS, AutoCAD, and asset management software such as Cartograph. Knowledge of general construction practices such as excavation, soil management, water and sewer utility installation, pavement installation, curb setting, sidewalk construction, and pedestrian ramp construction. Familiarity with MWRA, MassDOT, ADA/AAB/PROWAG, DCR, DEP, EPA and other relevant state and federal agencies and their respective rules and requirements including reporting.

**Skills:** Proficient in typical software used in the design of roadways and utilities including AutoCAD, ArcGIS, and Bluebeam REVU. Strong knowledge of other engineering software used in the design of roadways such as HydroCAD. Proficient in AutoCAD for drafting and design and ArcGIS for data input and map creation.

**Abilities:** Strong ability to take the ownership role on engineering projects and lead multiple projects from concept to completion. Strong ability to proactively plan for meeting municipal permitting requirements.

## **PHYSICAL REQUIREMENT:**

While performing the duties of this position, an employee is regularly required to sit, talk, or hear, in person and by telephone, and use hands to finger, handle, feel, or operate standard office equipment, (such as calculators, copiers, typewriters, fax and personal computers) and reach with hands and arms. Specific vision abilities required by this job include close vision and the ability to adjust focus to read and use typically used tools such as a shovel, level, and measuring tape as necessary during the work assignment.

## **WORK ENVIRONMENT:**

Standard indoor office environment. The noise level in the work environment is usually low to moderate.

**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**

**For the posting, please visit the City of Medford's website – [www.medfordma.org](http://www.medfordma.org)**

**The City of Medford is an Equal Opportunity/Affirmative Action/504 Employer Residents of the City of Medford, Women, People of Color, Veterans and Persons with Disabilities are encouraged to apply.**