

Medford

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

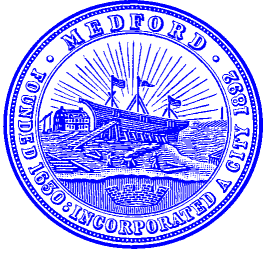
<u>POSITION:</u>	<u>Field Engineering Aide</u>	#J2024 – 0024 Posted 10/30/24
<u>DEPARTMENT:</u>	DPW Engineering Division	Posting Removal: Until Filled
<u>HOURS OF WORK:</u>	Full-Time/35 hours: Monday, Tuesday, Thursday 8:30 am - 4:30 pm, Wednesday 8:30 am - 7:30 pm, Friday 8:30 am - 12:30 pm, May be required to work outside of normal business hours at night or on weekends	
<u>SALARY:</u>	Non-Union PW-13 (\$1,138.20 - \$ 1,322.92 /weekly)	

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 impro including layout, grading, and 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 the 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 MWRA 8M, DCR construction permit, etc.
- Update maps & plans and 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.



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EDUCATION & EXPERIENCE:

Minimum:

- Bachelor of Science in Civil Engineering or Construction Management.
- Minimum of one year of relevant experience
- Valid driver's license

Preferred:

- Engineer-in-Training (EIT)
- Pursuit of Professional Engineer (PE)
- Three (3) of related experience or more

Knowledge, Skills, and Abilities:

- 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.
- 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.
- 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.
- Strong organizational, decision-making, and time-management skills.

Work Conditions: ([See Full Job Description](#))

Physical Activity Requirements: ([See Full Job Description](#))

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 a 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

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.