

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>Engineering Intern</u>	#J2024 – 0026 Posted 11/12/24
<u>DEPARTMENT:</u>	Engineering Division - DPW	Posting Removal: 12/31/24
<u>HOURS OF WORK:</u>	Part Time (15-20 Hours)	
<u>SALARY:</u>	<u>\$20/Hour</u>	

GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

The City of Medford's Department of Public Works Engineering Division is looking for a student intern to assist with the Field Engineering Aide tasks and general office assistance. This is a unique opportunity to work hands-on in a high-paced municipal department.

The Engineering Division is working on a wide range of projects including management of the City's capital improvement projects, including water, sewer and drainage projects and street and sidewalk reconstruction. As an Engineering Intern you may:

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.

Assist with and perform engineering studies, including drainage and hydraulic studies for flood mitigation, Learn about the implementation of the City's pavement management plan and perform pavement condition investigations and assessment.

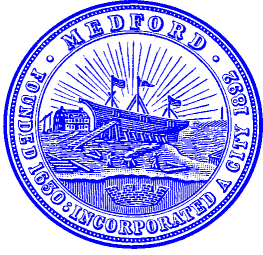
Update maps & plans, prepare as-built plans and plans for presentations.

Communicate with contractors, consultants, residents, other DPW divisions, other departments within the City, government agencies and officials.

Other tasks and assignments per the City Engineer.

The City is an approved Federal work-study location for Tufts University and can pursue approval for other institutions as needed.

This is a part time (15-20 hrs. per week) internship position from January 13, 2025, to May 23, 2025. Compensation is \$20 per hour.



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Job Requirements:

The ideal candidate must be organized, a self-starter, able to work independently and collaboratively. The candidate must be able to think critically and be able to multitask and work in an interrupt-driven environment. Attention to detail and good customer service skills are important in this office.

WORK ENVIRONMENT:

Staff are working predominantly in the office and preference is given to interns who are able to work in person and occasionally remote, if needed. The Office is open Mon, Tue & Thurs 8:30-4:30, Wed 8:30-7:30pm and Fri 8:30-12:30.

ADDRESS ALL COVER LETTERS AND RESUMES TO
Engineering Division
City of Medford, 85 George P. Hassett Drive
Medford, MA 02155

Interested applicants should email a copy of their resume, and letter of interest to Owen Wartella, City Engineer, at engineering@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.