

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>Assistant City Engineer</u>	#J2025 – 0029 Posted 6/16/25
<u>DEPARTMENT:</u>	DPW, Engineering Division	Posting Expire: Until filled
<u>HOURS OF WORK:</u>	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 field work outside normal hours as needed.	
<u>SALARY:</u>	Non-Union PW 21 (\$1,795.71 - \$2,038.23/Weekly)	

BASIC FUNCTION:

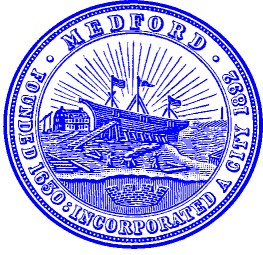
The position is responsible for designing, developing, and managing roadway and utility engineering projects. This position may also manage other roadway-related work, such as roadway and sidewalk improvements and water and sewer improvements. This position directly supports the City Engineer and at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



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EDUCATION & EXPERIENCE:

Minimum Requirement:

Bachelor of Science in Civil Engineering.
Five (5) years of relevant experience
Valid class D driver's license
Engineer-in-Training (EIT)
OSHA 10-hour certification or must be obtained within 6 months.

Preferred:

Eight (8) years or more experience
Professional Engineer (PE) license
Soil Evaluator license

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 an 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: (See Full Job Description)

WORK ENVIRONMENT: (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 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.