

CITY OF MARLBOROUGH

Marlborough, MA 01752

AA21-01

Posted: January 7, 2021

POSITION AVAILABLE

DEPARTMENT OF PUBLIC WORKS – ENGINEERING DIVISION

Junior Civil Engineer

Position

The City of Marlborough's Department of Public Works seeks qualified applicants for the position of Junior Civil Engineer. This vacancy is in the Engineering Division.

Definition/Purpose

The purpose of this position is to provide civil engineering design and review, permit administration, and construction project management services for public work projects. This is a technical, professional and supervisory, public works engineering position within the Department of Public Works.

Supervision Required

Works under the administrative direction of the City Engineer, the Assistant City Engineer, and in some instances other Junior Engineers. This employee may also receive direction from the DPW Commissioner and Assistant Commissioner of Operations. Works according to established departmental and city policies and procedures, standards, or directives, instructions and intent.

Supervisory Responsibility

Responsible for the supervision of subordinates to ensure compliance with the division and departmental programs including, but not limited to roadway and/or utility design projects, administration of construction contracts, and the road opening permits program.

Work Environment

Work is performed indoors and outdoors in varying weather conditions. Outdoors, employee may be exposed to equipment/machinery, noise, odors, dust, heat and cold, oil, dirt or grease, and risk of personal injury. Indoors, employee operates in an office environment with typical office equipment.

Essential Functions

(The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Civil Engineering design and plan preparation for public works projects, and review of plans for permitting.
- Surveying for marking property lines, construction layout, and data collection for City asset management.
- Construction cost estimating calculations including field measurements and plan take-offs, and verification of quantities for construction project pay requisitions.
- Engineering support for other DPW Divisions and for other City Departments.
- Construction project scheduling.
- Assistance with management of the Department's Road Opening Permit Program
- Assistance with DPW snow and ice operations using non-CDL vehicles and equipment such as sidewalk plows and blowers

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Junior Civil Engineer

(Continued)

- Training subordinate department personnel.
- Construction inspectional services for public works projects.
- Plan and data research for City employees and for public requests, and maintenance of electronic and paper Engineering files.
- Maintenance, organization, and cleaning of Engineering Division’s equipment, vehicles, and file room.

Minimum Qualifications

Education and Experience

Bachelor of Science in Civil Engineering or related field is preferred; Minimum two (2) years of field and office experience in civil engineering and/or land surveying required.

Special Requirements

Possession of a valid Massachusetts motor vehicle operator’s license required;

Knowledge and Ability

Knowledge: Practical knowledge of the materials, methods and techniques related to civil engineering and public works projects and issues including road construction and maintenance.

Ability: Ability to work in groups with other employees, with City contractors, and with the general public. Ability to communicate effectively in written and oral form. Ability to be organized and pay attention to details. Ability to read civil engineering and construction plans. Ability to perform engineering and construction-related mathematical calculations, such as for the measurement of areas and volumes. Ability to operate construction and engineering tools including surveying equipment. Ability to operate standard office equipment and computer software including Autocad.

Physical and Mental Requirements

Intellectual and mental acuity to perform detailed technical work and to conceptualize and carry out the long and short-terms goals of the department/division. Physical ability to walk, stand, sit, use hands to operate objects, tools, or controls, and reach with arms to pick up objects. Candidate must occasionally lift and/or move objects weighing up to thirty pounds. Candidate must possess the ability to operate a keyboard at a moderate speed. Candidate must be able to access and negotiate all levels of a construction site. Candidate must have vision and hearing at correctable to normal ranges.

Step Salary: \$69,087.73 – \$77,298.99

Please forward cover letter and resume to:
Human Resources Department
City of Marlborough
140 Main Street
Marlborough, MA 01752
hrjobs@marlborough-ma.gov

Deadline for applicants: January 22, 2021

Position:	<u> X </u>	Union	<u> </u>	Non-Union	<u> </u>	Contract
Class:	<u> X </u>	Full-Time	<u> </u>	Part-Time	<u> </u>	Intermittent
	<u> </u>	Provisional	<u> X </u>	Permanent	<u> </u>	Temporary

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