

# **CITY OF FRAMINGHAM**

## **POSITION DESCRIPTION**

<b>Position:</b>	Engineering Intern
<b>Department:</b>	Public Works/Engineering
<b>Salary:</b>	\$17/hr
<b>Hours:</b>	Monday – Friday 8:00 am – 4:30 pm (or similar)

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### **Introduction:**

The City of Framingham is a vibrant growing community of nearly 70,000 residents that has recruited a professional team of engineers to manage its assets. It is a diverse and rapidly developing community home to national corporations, small businesses, institutions of higher education, large tracts of open space to the north, and densely populated urban neighborhoods to the south—all of which rely on the roads, bridges, water, wastewater, and stormwater infrastructure the Department maintains. We currently have an opening for an Engineering Intern to support the Department of Public Works' mission to meet the challenges of a rapidly aging infrastructure. This group has completed approximately \$200M of roadway, water and wastewater improvements over the last decade. The successful candidate will support a team of project managers as part of the Department's Engineering Program and will be exposed to a number of unique projects equipping them with real world experience that will prepare them for the next step of their career.

### **Basic Purpose:**

Assist Engineering Division personnel with the planning and implementation of a variety of operational programs and capital improvement projects.

### **Organizational Scope:**

Works under the general supervision of the City Engineer or his/her designee.

### **Major Responsibilities:**

Assist with transportation, water, sewer, stormwater, environmental, permitting, and/or GIS projects. Specific assignments might include:

- GIS using ESRI tools
- Stormwater collection system inspection, sampling, public outreach and education
- Developing maps and conducting research using GIS software
- Preparing schedules, work plans and cost estimates
- Collecting or verifying field information (locating utilities and collecting relevant information).
- Traffic management assistance including conducting traffic assessments (counts, suggesting timing adjustment)
- Drafting and design using AutoCAD
- Assist Project Managers as may be necessary
- Monitor and inspect contractor's work for compliance with contract documents
- Computer modeling (water, sewer, drainage, traffic/transportation)
- Conduct/assist with field surveys and prepare survey plans utilizing AutoCAD
- GPS work
- Assisting with public education and outreach
- Assisting in presentation development
- Perform administrative and clerical tasks

**Job Qualifications:**

Knowledge of principles and practices of engineering, research methods and report presentation. Applicants must have completed at least one year towards a bachelor degree in engineering, environmental science, natural resources, or related field. Strong communication skills are required, both verbal and written. Must be able to deal with the public in a tactful and diplomatic manner. Proficiency with computers and in Microsoft Office is required. Must possess a driver's license to operate a motor vehicle in the Commonwealth of Massachusetts.

Skill: Proficient computer skills (i.e. MSWord, MExcel, MSPProject, ArcGIS), proficient written and oral communications skills. Proficiency with water, sewer, and stormwater modeling software and AutoCAD is desirable. Fluency in other languages, particularly Portuguese and Spanish, is desirable.

Physical and Mental Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Demands: Little or no physical demands are required to perform assigned work. Occasionally, the work may require the lifting, pushing, or pulling objects and carrying them. There may also be a need to stretch and/or react to retrieve materials or equipment.

Motor Skills: Duties may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination. Examples include operating a motor vehicle, using a personal computer, or climbing a ladder.

Visual Demands: Visual demands include constantly reading documents for general understanding and for analytical purposes, routinely reviewing non-written materials such as maps and blueprints for analytical purposes and with a need to determine colors.

Occupational Risk: Duties generally do not present occupational risks to the employee. An injury could occur, however, through employee failure to properly follow safety precautions or procedures. Examples of injury include bruises from falls, cuts, or muscular strains from lifting or carrying department equipment or materials.

The City of Framingham is an Affirmative Action Equal Opportunity Employer.

Applicants are asked to submit a cover letter and resume to Jesse Edwards, [jedwards@framinghamma.gov](mailto:jedwards@framinghamma.gov)

Visit the City's website to learn more about the community: <https://www.framinghamma.gov/>