

CITY OF MARLBOROUGH

Marlborough, MA 01752

DEPARTMENT OF PUBLIC WORKS – ENGINEERING DIVISION

Junior Civil Engineer

Posting Number:	AA#24-01	Date Posted:	January 31, 2024
Weekly Hours:	40 Hours/Week	FLSA:	Non-Exempt
Hiring Rate:	\$34.90/hr.	Bargaining Unit:	Engineers, Local 272
Step Rate:	\$34.90 – \$39.04/hr.	Location:	DPW

The City of Marlborough’s Department of Public Works – Engineering Division is seeking qualified applicants for the position of Junior Civil Engineer.

Responsibilities include:

- 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
- 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.
- Performs other duties as required.

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

To see the full job description: [Junior Civil Engineer](#)

Please forward cover letter and resume to:

hrjobs@marlborough-ma.gov

Open Until Filled; First Application Review February 16, 2024