

CITY OF MARLBOROUGH

Marlborough, MA 01752

DEPARTMENT OF PUBLIC WORKS – ENGINEERING DIVISION

Engineering Aide Grade 2

Posting Number:	AA#24-02	Date Posted:	January 1, 2024
Weekly Hours:	40 Hours/Week	FLSA:	Non-Exempt
Hiring Rate:	\$28.03/hr.	Bargaining Unit:	Engineers, Local 272
Step Rate:	\$28.03 – \$31.53/hr.	Location:	DPW

The City of Marlborough’s Department of Public Works – Engineering Division is seeking qualified applicants for the position of Engineering Aide Grade 2.

Responsibilities include but not limited to:

- Processes street opening and other permits
- Assists engineers in field studies to develop layouts of various types of construction, determine maintenance needs, and make preliminary estimates of construction work.
- Assists resident engineers and inspectors on construction work in establishing lines and grades, inspecting work-in-progress, computing quantities, assembling data, and preparing progress reports.
- Measures and tracks quantities for payment on construction projects
- Drafts plans and sections from survey notes; performs a variety of sub-professional drafting and tracing duties; assists in making preliminary estimates for construction work and in simpler phases of design work.
- Assists public in obtaining record and plan information
- Makes copies of plans, maps, reports, and other documents
- Assistance with DPW snow and ice operations using non-CDL vehicles and equipment such as sidewalk plows and blowers
- Performs other duties as required.

Two years of full-time, or equivalent part-time, technical, or professional experience in civil engineering work in such areas as construction, surveying, hydraulics, design, transportation, structural, materials, sanitary, environmental, soils, drafting, highway, or any equivalent combination of such experience and the substitutions given below. An undergraduate degree with major in Civil Engineering or Civil Engineering Technology may be substituted for the required experience on the basis of one year of such education for six-months of the required experience. Possession of a valid Massachusetts motor vehicle operator’s license is required.

To see the full job description: [Engineering Aide Grade 2](#)

Please forward cover letter and resume to:

hrjobs@marlborough-ma.gov

Open Until Filled; First Application Review February 16, 2024