



NOTICE OF VACANCY
May 19, 2015

POSITION: Engineering Intern
DEPARTMENT: Public Works/Engineering
SALARY: M1- \$17.71 Hourly
HOURS: 8:30-5:00 Monday - Friday

Background:

The Engineering and Transportation Division within the Public Works Department is responsible for the planning, design and construction of capital roadway and utility infrastructure projects, maintaining compliance with various State & Federal programs such as NPDES Phase II stormwater permit, managing the Town's Street Opening Permit program, reviewing development and redevelopment plans to ensure roadway and utility changes conform to the Town's construction standards, and inspecting modifications and expansions to the roadway, water, sewer and stormwater networks. The Division also provides technical expertise to the operational divisions of the Public Works Department, other Town Departments, and various Boards and Commissions, maintains an extensive Geographical Information System (GIS) and is the custodian of a large collection of irreplaceable paper plans and documents.

Job Purpose:

To assist department staff and consultants with a variety of engineering tasks including collecting and verifying field information using GPS or other methods, traffic counts, surveying, drafting and design using AutoCAD, legal research, assisting with public education and participation such as a drain marking program, developing maps using GIS software, records management and filing, and preparing schedules, work plans, and cost estimates.

Organizational Scope:

Works under the general supervision of the Chief Engineer or his designee.

Major Responsibilities:

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

- Collecting or verifying field information, including but not limited to GPS work
- Conducting traffic counts
- Assisting with public education projects
- Developing a catch basin drain marking program
- Surveying

- **Legal research, including research at the Registry of Deeds**
- **Developing maps and conducting research using GIS software**
- **Drafting and design using AutoCAD**
- **Preparing schedules, work plans and cost estimates**

Job Qualifications:

Knowledge of principles and practices of engineering, research methods and report presentation. Interns 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.

Please visit our website:

<https://ess.framinghamma.gov/MSS/employmentopportunities/default.aspx>

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