



## CITY OF WALTHAM MASSACHUSETTS

119 SCHOOL STREET, WALTHAM, MASSACHUSETTS 02451  
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Kristin Murphy  
Human Resources Director  
Workers' Compensation Agent

Student Engineer(s)  
Engineering Department  
City of Waltham

**Job responsibilities:** As a Student Engineer, you will work in a team environment and assist the City Engineering department and coordinate with other City departments. The candidate will assist engineering with infrastructure projects which may include water, sewer and drainage. The candidate should be a motivated and dependable student who is taking or has taken civil engineering design or construction management type courses. Typical office environment working with computers and working at a desk. Field will include working on construction sites and may include exposure to the elements including inclement weather. Responsible for assisting the engineering department with miscellaneous office activities including assisting Engineers with the development of drawings and specifications for roadway and utility designs. Creating figures for reports/presentations in GIS. Preparing and editing drawings on AutoCAD software. Completing other engineering/administrative duties as required. Conducting field work consisting of: construction oversight, site investigations, utility construction inspections on water service, sewer service and repairs, looking up plans, marking out utilities in the field. Full job description available through Human Resources.

**Qualifications:** Must have good communication skills, have own transportation to and from work, experience dealing with the public. Candidate for a degree in Engineering or Bachelor's Degree in Civil Engineering or related field. Must successfully pass a Criminal Offender's Record Information (CORI). Proficient with Microsoft Office (Word, Excel). Requires understanding of basic AutoCAD and GIS. Good interpersonal, verbal, and written communication skills. Ability to multi-task, prioritize and take direction.

**Salary: \$20.00 hr. No benefits Hours: 8:30 a.m.-4:30 p.m.**  
**Deadline to apply: Opened until filled**

This position is contingent on being approved in the FY2025 budget. If approved position is available July 1, 2024-Dec. 31.2024.

Qualified applicants should submit a completed City of Waltham application and resume to:

Human Resources  
City of Waltham  
119 School St.  
Waltham, MA. 02451

**Req. #2025-01**  
[jobs@city.waltham.ma.us](mailto:jobs@city.waltham.ma.us)