



## CITY OF MELROSE

### DEPARTMENT OF PUBLIC WORKS

Administration-Engineering-Water-Sewer-Facilities Parks-  
Forestry-Highway-Sanitation-Cemetery-Fleet

**Elena Proakis Ellis, P.E., BCEE**  
*Director of Public Works*

**City Yard, 72 Tremont Street**  
**Melrose, Massachusetts 02176**  
**Telephone - (781) 665-0142**  
**E-mail: [eproakis@cityofmelrose.org](mailto:eproakis@cityofmelrose.org)**

If interested in applying please send a letter of interest and resume to Matt Travers at [mtravers@cityofmelrose.org](mailto:mtravers@cityofmelrose.org) by May 1, 2024.

**City of Melrose is an Equal Opportunity Employer. Applicants of diverse backgrounds are encouraged to apply.**

**Title:** Civil Engineering Internship  
**Department:** Department of Public Works  
**Supervisor:** City Engineer and Director of Public Works  
**Status:** Paid, Full Time, Mon- Fri, 40 hours per week; \$17/hr  
Seasonal Position as classified by the Affordable Care Act  
(Not to exceed 6 months of employment)

The City of Melrose is located 8 miles North of Boston and is accessible by the Commuter Rail Line and the Orange Line Subway. City Hall is conveniently located at 562 Main Street, a short walk from the Commuter Line or a bus ride from the subway station.

#### **Responsibilities:**

- Assist Engineering Division staff with planning, design, and construction projects relating to water, sewer, drainage, roadway, and traffic infrastructure.
- Perform and assist with field investigations, construction monitoring and documentation, and data collection and tracking.
- Conduct engineering research and provide technical assistance to Engineering staff, contractors and residents.
- Assist with other special projects and programs, and perform other work as assigned by supervisor.

#### **Qualifications:**

- Must have or be pursuing an Associate or Bachelor Degree in Civil or Environmental Engineering or other related degree.
- Prior engineering work experience is preferred but not required.
- Proficiency Microsoft Office products is required.
- Experience with ESRI GIS software and AutoCAD is preferred.
- Demonstrated experience in providing customer service to co-workers and residents with tact, courtesy, sensitivity and discretion.
- Excellent attention to detail.
- Effective oral and written communication skills and ability to express ideas clearly and concisely with reports and sketches.
- Ability to work independently and be a self-starter.
- Ability to establish and maintain effective working relationships with others.
- Must have a valid driver's license.
- Ability to lift 25 pounds, carry equipment, walk, climb, and stand for long periods of time.
- Steel toed work boots required. Additional PPE (hardhat, gloves, etc.) will be provided.