

Promotional ☐  
Open ☒

Please Post  
3/20/17

## NOTICE OF VACANCY

DEPARTMENT: DEPARTMENT OF PUBLIC WORKS  
JOB CLASSIFICATION: SUMMER INTERNSHIP  
HOURLY RATE: \$18.00  
HOURS: 32 HOUR WORKWEEK (M – F)  
START DATE: MAY, 2017  
DURATION: 15 WEEKS (ENDING WEEK AUGUST, 2017)

### **GENERAL SUMMARY:**

The Department of Public Works (DPW) Engineering Division is seeking a summer intern to develop a culvert/road-stream crossing inventory and assessment following the State standards. The inventory will be created using Geographic Information System (GIS) mapping and it will be integrated to the DPW's electronic infrastructure database platform and document management. The intern shall assist in many other tasks and support other Departments within the Town as assigned.

### **JOB DESCRIPTION:**

- Maps public infrastructure and transfer information to our GIS database system.
- Indexes, scans, inventories and files DPW plans and documents. Develops a document management system for culverts. Organize public documents by type, date, categories, project, street and other.
- Assist with the maintenance of the Town's GIS website using ArcMap and PeopleForms.
- Assist with the development of a document management system for the handling, inventory and storage of DPW archive documents.
- Performs other related duties as assigned.

### **SKILLS/EXPERIENCE/TRAINING REQUIRED:**

- Pursuing a degree (bachelor) in civil engineering, geography information sciences, information technology or related discipline.
- Experience using survey equipment desired.
- Proficient in Microsoft Office, experience with ArcMap software and GIS applications.
- Ability to quickly learn new software based data and document management systems.
- Be highly organized, give attention to detail, have strong interpersonal, writing and communication skills.
- Massachusetts Class D driver's license.

### **WORKING CONDITIONS:**

Work days may be either spent indoors in an office and storage basement environments, not subject to extremes in temperature, noise, etc. or be spent in the field exposed to temperature extremes, noise, etc. Ability to lift heavy objects, walking, bending is required. Operate automobiles, survey equipment telephone, personal computer, plotter, and related equipment requiring eye-hand coordination and finger dexterity.

SEND RESUME WITH COVER LETTER TO: [dcross@holdenma.gov](mailto:dcross@holdenma.gov) or OFFICE OF TOWN MANAGER, STARBARD BUILDING, 1204 MAIN STREET, HOLDEN MA 01520

CLOSING DATE FOR APPLICATIONS: April 7, 2017

FOR FURTHER INFORMATION CONTACT: TOWN MANAGER'S OFFICE  
STARBARD BUILDING, HOLDEN MA 01520 (508) 210-5501 or visit  
[www.holdenma.gov](http://www.holdenma.gov) Employment Opportunities  
EQUAL OPPORTUNITY EMPLOYER  
THE TOWN OF HOLDEN DOES NOT DISCRIMINATE AGAINST THE HANDICAPPED