

Promotional ☐
Open ☒

Please Post
2/09/18

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, 2018
DURATION: 15 WEEKS (ENDING WEEK AUGUST, 2018)

GENERAL SUMMARY:

The Department of Public Works (DPW) Engineering Division is seeking a temporary summer intern to help develop the public infrastructure asset management database following State and Town standards. The project includes using Geographic Information System (GIS) mapping and collector app tools. The data collected will be integrated to the DPW's electronic infrastructure database and website platforms. 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, digitizes and files DPW plans and documents. Develops a document management system for public infrastructure as need. Organizes public documents by type, date, categories, project, street and other.
- Assists with the maintenance of the Town's GIS website using ArcMap and PeopleForms.
- Assists 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: OFFICE OF TOWN MANAGER, STARBARD BUILDING,
1204 MAIN STREET, HOLDEN MA 01520

CLOSING DATE FOR APPLICATIONS: March 15, 2018

FOR FURTHER INFORMATION CONTACT: TOWN MANAGER'S OFFICE
STARBARD BUILDING, HOLDEN MA 01520 (508) 210-5501 or visit

www.holdenma.gov Employment Opportunities

EQUAL OPPORTUNITY EMPLOYER

THE TOWN OF HOLDEN DOES NOT DISCRIMINATE AGAINST THE HANDICAPPED