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## NOTICE OF VACANCY

DEPARTMENT: DEPARTMENT OF PUBLIC WORKS  
JOB CLASSIFICATION: SUMMER INTERNSHIP  
HOURLY RATE: \$17.00  
HOURS: 32 HOUR WORKWEEK (M – F)  
START DATE: MAY 11, 2015  
DURATION: 15 WEEKS (ENDING WEEK AUGUST 17, 2015)

### **GENERAL SUMMARY:**

The Department of Public Works (DPW) Engineering Division is seeking a summer intern to develop an engineering plan database system, assist with the Town's Geographic Information System (GIS) website maintenance, and assist with the maintenance and development of the DPW's electronic database platform and document management.

### **JOB DESCRIPTION:**

Under direction of the Senior Civil Engineer:

- Indexes, scans, inventories and files engineering plans. Engineering plans are directly related to municipal infrastructure, street layout, easements, and development projects. Develops a database system based on plan title information using Excel. Performs QC/QA of scanned plans and database. Coordinates with the Town's GIS website provider for the upload of plans and data processing to establish an online engineering plans website.
- 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.
- 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 will be spent indoors in an office and storage basement environments not subject to extremes in temperature, noise, etc. Ability to lift heavy objects, walking, bending is required. Operates telephone, personal computer, plotter, and related equipment requiring eye-hand coordination and finger dexterity.

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

CLOSING DATE FOR APPLICATIONS: April 27, 2015

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