



TOWN OF TEWKSBURY

TOWN HALL
1009 MAIN ST
TEWKSBURY, MASSACHUSETTS 01876-2796

HUMAN RESOURCES DEPARTMENT

(978) 640-4488
FAX (978) 640-4302

JOB POSTING

POSITION AVAILABLE: Intern (Department of Public Works)

QUALIFICATIONS: Candidate must be a current student in a higher learning institution studying in a Civil Engineering, Environmental Engineering or Land Use Planning Discipline and must have one year of specialized experience in GIS applications and system development related to the duties and responsibilities of the department. Preference will be given to the candidates who have experience with the following computer programs: Microsoft Office Word, Excel, PowerPoint and Outlook; and AutoCad. Must be able to communicate effectively in writing and orally in a clear precise manner. Must possess a Massachusetts Driver's License and be at least eighteen (18) years of age.

Specific job qualifications are listed in the job description attached.

HOURS: Up to 19 hours per week through end of Spring Semester and up to 40 hours a week through the summer break (approx. 15 weeks)

SALARY RANGE: Hourly \$12.80

BENEFITS: None

POSTING DATES: From: February 3, 2016
To: February 15, 2016

TYPE OF POSTING: Open

Applications may be downloaded on our Website at www.tewksbury-ma.gov and emailed to adminsucs@tewksbury-ma.gov or faxed to 978-863-0193 Attn: Teresa Belanger.

The Town of Tewksbury is an affirmative action equal opportunity employer.

INTERN (SEASONAL AS NEEDED BASIS)

SUMMARY

The Intern assists in the research and development of programs, collection of data and field work for the Engineering Department

SUPERVISION RECEIVED

The Intern is subject to the direction and control of the Town Engineer.

SUPERVISION EXERCISED

None noted.

QUALIFICATIONS

Candidate must be a current student in a higher learning facility studying in a Civil or Environmental Engineering Discipline and must have one year of specialized experience at a level close to the duties and responsibilities of the department. A valid Massachusetts Driver's License is also required.

Essential Requirements

- Must be able to work under moderate noise level.
- Must be able to lift, handle and manipulate up to 30 lbs. (normally less).
- Must have good eyesight to be able to distinguish printed data including numbers and allow the candidate to operate personal computer and office machines, (i.e. fax, copier and etc.).
- Must be able to communicate effectively in writing and orally in a clear and precise manner.
- Must have good stamina and not tire easily.
- Must be able to work under various weather conditions including rain and higher temperatures.
- Must have experience with Microsoft Office (Word, Excel, PowerPoint, Outlook).
- GIS and AutoCAD experience a plus.

GENERAL DUTIES AND RESPONSIBILITIES

- Support the daily activities of the department.
- Conduct research and assist in the development and implementation of programs, policies and procedures within the department.
- Assist in providing technical advice, direction, and support to other personnel.
- Draft correspondence, and produce spreadsheets, charts and maps.
- Respond to public inquiries.
- Field collection of data as assigned.

Special Duties

- Provide administrative support – answer telephones, operate office equipment, etc.
- Assist the department in its duties outside the office.

THE ABOVE EXAMPLES OF DUTIES ARE NOT ALL INCLUSIVE BUT A GENERALIZATION OF THE DUTIES AND RESPONSIBILITIES RELATED TO THE POSITION.