



# 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 facility studying in a Civil Engineering Discipline and must have one year of specialized experience at a level close to the duties and responsibilities of the department. Must possess a valid Driver's License and be at least eighteen (18) years of age.

Specific job qualifications are listed in the job description attached.

HOURS: 40 hours a week for approx. 3 months

HOURLY RATE: \$16.50 thru June 30, 2023; \$16.87 beginning 7/1/23

BENEFITS: Non-applicable

POSTING DATES: From: February 16, 2023  
To: Until Filled

TYPE OF POSTING: Open

Applications may be obtained on our website at [www.tewksbury-ma.gov](http://www.tewksbury-ma.gov) or at the Human Resources office located on the 2<sup>nd</sup> floor of Town Hall at 1009 Main Street.

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

# **INTERN (SEASONAL AS NEEDED BASIS)**

## **SUMMARY**

The Intern assists in the daily operations of the Department of Public Works Engineering Division, performs research, field work, design, surveying, drafting, and calculations.

## **SUPERVISION RECEIVED**

The Intern works under the supervision 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 Driver's License is also required.

### **Essential Requirements**

- Must be able to work under moderate noise level including elevated noise levels on construction sites. Hearing protection will be provided.
- 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. plotter, copier, 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.
- Will be required to wear a safety hard hat, high-visibility vest, and safety shoes while on construction sites.

## **GENERAL DUTIES AND RESPONSIBILITIES**

- Support the daily activities of the Engineering Division.
- Perform field inspections of utility connections for public and private projects and ensures proper permitting and conformance with town regulations.
- Provide construction oversight on public works construction projects.
- Take measurements, document inspections in field books, and take photographs of construction activities.
- Conduct research and assist in the development of plans, reports, studies, and other documents.
- Assist in providing technical advice, direction, and support to other personnel.
- Draft correspondence, and produce spreadsheets, charts, and maps.
- Respond to public inquiries and information requests.
- Field collection and analyses of data as assigned including operating field surveying equipment and traffic data recorders.

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