Town of Amherst

Full time Engineering Technician needed by the Town of Amherst to perform routine technical and administrative for public works projects including environmental reports, permitting and inspection of new water, sewer and drainage installations, paving, maintaining water and sewer service records, subdivision control, and utility marking and locating. 40 hours/week. Position requires an Associates degree in Civil Engineering and one year of full time experience in civil engineering or surveying, or the combination of education, training, and experience in the engineering field that provides required knowledge and abilities. Must have valid driver’s license. Familiarity and experience with word processing, spreadsheet, and data base and AutoCAD and Arcview software; standard drafting tools; pipe locator; engineering calculator. Salary Range $42,579-$65,943 plus excellent municipal benefits package. For a complete job description and to apply, go to www.amherstma.gov/jobs or complete an application in person at the HR Department, Town Hall, 4 Boltwood Ave, Amherst MA. Position will remain advertised until job is filled. No resumes accepted without Town employment application.

Apply online at:

POSITION DESCRIPTION

DPW S Association
Public Works
Engineering Technician

Job Summary
Performs a variety of routine technical engineering support work for municipal environmental reports, infrastructure construction, reconstruction and repair, permitting and inspection of new water, sewer and drainage installations. May serve as a Project Manager. Makes regular contact with the general public and provides all types of data as requested. Designated essential personnel.

Supervision Received
Works under the broad guidance and direction of the Town Engineer, who outlines departmental policies and procedures, supervises and reviews work and evaluates performance. The position performs regular daily duties independently and is given discretion in exercising judgment, making decisions and determining appropriate courses of action.

Supervision Exercised
Responsible for his/her own work but may provide tactical supervision to temporary employees/interns and other staff as needed and assigned. Also responsible for the tactical supervision of DPW staff assigned to work on projects under their scope of work, and coordination of work of outside contractors.

Major Duties
1. Prepares reports detailing tests conducted and results. Drafts and calculates field notes to document quantities, alignment, grade and locations according to project plans or to document monthly and final progress estimates. Surveys project sites to obtain and analyze topographical details of sites.

2. Participates in updating GIS maps and plans involving the municipal infrastructure. Determines applicable codes, regulations, and requirements for assigned projects. Participates in preparation, development and review of updates to the sewer, water, storm drainage and street system maps and database. Maintains engineering library and infrastructure records.

3. Researches records, maps and other data to obtain engineering data such as location of sewer stubs, water mains, hydrants, etc. Utilizes town equipment to locate underground utilities for construction work.

4. Drafts detailed dimensional drawings needed for street, water, sewer, drainage, and other utility plans, systems and projects. Calculates dimensions, profiles, writes specifications, and estimates quantities of materials such as pipe, concrete and asphalt for budgeting purposes. Participates in the preparation of estimates and bid specifications for various public works projects, insuring conformity with state, federal and local standards, laws and mandates.

5. Inspects construction sites to determine conformance of site to design specifications. Assists engineers to ensure construction and repair of street, water or wastewater systems meet control requirements. Participates in inspection of various subdivision projects for compliance with subdivision control regulations and construction standards, Department of Public Works specifications, water and sewer regulations, etc.

6. Assists in researching projects including water and sewer records, highway and drainage records, private deeds, etc. Provides layouts and grades in support of in-house projects performed by the Highway, Water, and Sewer divisions. Develops and maintains a pavement management system for implementation into priority roadway reconstruction and preservation projects.

7. Performs survey work with basic surveying equipment and performs GPS locating of new and existing utilities and updates record plans accordingly.

8. Ensures that safety precautions and rules are adhered to at all times.
9. Performs other related duties as required.

**Desired Minimum Qualifications**

Associates degree in Civil Engineering and one year of full time or equivalent part time experience in civil engineering or surveying, or the combination of education, training, and experience in the engineering field which would provide the required knowledge and abilities.

Knowledge of civil engineering principles, practices and methods as applicable to a municipal setting; some knowledge of applicable Town policies, laws, and regulations affecting Public Works activities; considerable skill in arriving at cost estimates on complex projects; skill in operating the listed tools and equipment; some skill in basic drafting, surveying, and flagging. Ability to prepare, organize and maintain engineering field and office data, reports and systems; ability to effectively communicate complex technical information, orally and in writing, to contractors, developers, property owners, employees, consultants, other governmental agency representatives, Town officials and the general public.

**Special Requirements**

Must possess a valid Commonwealth of Massachusetts driver’s license or have the ability to obtain one prior to employment. Must be physically capable of moving about on construction work sites. Requires FEMA National Incident Management System Certification up to and including ICS 200.

**Tools and Equipment Used**

Personal computer, including word processing, spreadsheet, and data base and AutoCAD and Arcview software; standard drafting tools; pipe locator; engineering calculator; motor vehicle; phone; mobile radio.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities. Hand-eye coordination is necessary to operate drafting instruments, computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear. The employee must occasionally lift and/or move up to 50 pounds and must be able to remove manhole/drainage covers to perform inspections. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually quiet to moderate.

**Selection Guidelines**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*