JOB POSTING
TOWN OF DEDHAM
ENGINEERING DEPARTMENT

POSITION: ENGINEERING INTERN

DUTIES AND RESPONSIBILITIES:
Assists the Director of Engineering and Engineering Department staff in a variety of projects which may include but not be limited to preparing CAD drawings for public works improvements projects, performing field surveying, performing GIS data collection, performing limited inspections of roadway construction, performing limited inspection of sewer and drain installations, inspection of drainage outfalls, reviewing subdivision and site plans, and assisting with the general administration of daily Engineering Department tasks and projects.

The successful candidate will work under the general direction of the Director of Engineering with specific supervision by the Infrastructure Engineer and Project Engineer. Employee is expected to have some measure of initiative and independence in solving problems and performing assigned duties.

QUALIFICATIONS:
Education and Experience
Must be a candidate to receive a Bachelors Degree in an Engineering field (preferably Civil Engineering) from an accredited college or university within 2 years. Previous related work experience is a plus.

Knowledge, Ability and Skill
Must have the ability to prepare and interpret maps, drawings, and plans, to make basic engineering calculations, have strong communication skills, and a positive attitude. Must be proficient in the use of computers, including a working knowledge of Microsoft Word and Excel. Valid Massachusetts’s motor vehicle operator’s license required.

SALARY: $14.00 to $16.00 per hour.
HOURS: Summer, 40 hours per week (Budget available for maximum of 12 weeks)
APPLICATION DEADLINE: April 17, 2015

HOW TO APPLY:
The application for employment with the Town of Dedham can be found at:
http://www.dedham-ma.gov/index.cfm?pid=25535

Submit the completed application, resume and copy of latest available transcript to:

    Jason L. Mammone, P.E.
    Director of Engineering
    55 River Street
    Dedham, MA 02026

Or email to jmammone@dedham-ma.gov

Dedham, Massachusetts
Engineering Intern