



EMPLOYMENT OPPORTUNITY

Town of Lexington

We are currently accepting applications for the full-time (40hrs/wk) position of:

Engineering Assistant

Department of Public Works

Starting Hourly Range: \$31.93 - \$36.47
Excellent Benefits Package

The **REQUIRED** Town of Lexington application form must be received in the Town's Human Resources Department. Open until filled.

GENERAL SUMMARY:

Under the general supervision of the Assistant Town Engineer, performs routine and complex technical engineering related work for environmental, water, sewer, street, and other public works projects and programs.

ESSENTIAL JOB FUNCTIONS:

- ◆ Evaluates the Town's overall storm sewer system for proper functioning and for compliance to Federal regulations for storm water. Field inspects at points of flow into brooks and streams.
- ◆ Performs and assists in the preparation of engineering designs, drawings, and specifications, sanitary sewer, water, storm drainage, and street system maps, data bases, and comprehensive plans. May review such documents as submitted by contractors.
- ◆ Responsible for and provides assistance with the preparation of contract bid packages, bid opening and award. Oversees construction for capital improvement projects to ensure quality work and conformance to design specifications.
- ◆ Oversees contractors working on water or sanitary sewer projects and inspects construction work performed. Responsible for documentation of daily work completed. Assists in the location of water or sewer lines as needed.
- ◆ Provides customer service and responds to inquiries from contractors, developers, property owners, Town staff, and the general public. Responds to public information requests and explains projects, procedures and regulations, and legal rights to the public.
- ◆ Researches records, maps, plans, deeds, and other materials as needed to obtain engineering data for projects or per customer request. Assists in the maintenance of engineering and infrastructure records, and files documents required by law with the Registry of Deeds.
- ◆ Ability to read maps, plans and specifications.
- ◆ Ability to use field equipment and perform basic surveys
- ◆ Provides assistance to roadway and traffic improvement projects as needed.

- ◆ Performs a variety of office related functions, including preparing permits, correspondence, brochures, and presentation materials, reducing field notes, printing materials, and answering phones.
- ◆ Performs special projects and other related duties as required, directed, or as the situation dictates.
- ◆ Regular attendance at the workplace is required.

SUPERVISORY RESPONSIBILITY:

None.

MINIMUM EDUCATION & EXPERIENCE:

Associate's Degree or two-year college certificate with three to five years of increasingly responsible technical engineering, surveying, or drafting experience.

ADVANCED EDUCATION & EXPERIENCE:

Bachelors of Science in Civil Engineering and successful completion of the Fundamentals of Engineering exam (F.E. / E.I.T.)

QUALIFICATIONS:

Knowledge of:

- ◆ Basic civil engineering principles and engineering design standards.
- ◆ Drafting techniques, terminology, methods and instruments.
- ◆ Engineering maps and construction plans and specifications.
- ◆ Computer aided design systems and their relationship with Geographic Information Systems (GIS).
- ◆ Modern office procedures, practices, and computer equipment.

Ability to:

- ◆ Work with diverse populations and develop effective working relationships.
- ◆ Learn on the job and be self-sufficient but seek help when necessary
- ◆ Understand and interpret engineering plans and specifications.
- ◆ Perform technical civil engineering plan reviews.
- ◆ Use algebraic formulas, trigonometry tables, and statistical mathematics.
- ◆ Effectively operate engineering related tools and perform basic field work.
- ◆ Use computer programs as necessary
- ◆ Take detailed notes for accurate engineering records.
- ◆ Spend full days outside using field and survey equipment
- ◆ Communicate effectively, both orally and in writing.
- ◆ Be open to Diversity, Equity and Inclusion training and development.

WORKING CONDITIONS & PHYSICAL DEMANDS:

Works offsite during occasional field inspections. Works outside in all weather conditions and is exposed to moving mechanical parts, fumes or airborne particles, and toxic or caustic chemicals. Frequently required to stand, walk, climb, crouch, and lift heavy objects. Operates motor vehicle, surveying equipment, GPS unit, and various engineering related tools. Field work may require ascending/ descending rough terrain or ladders and observing over, under and around various obstacles

Some work is performed in a normal office environment not subject to extremes of noise, temperature, odor, etc. Must be able to remain in a stationary position for long periods of time. Operates computer, printer, photocopier, and other office equipment.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. 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.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

APPLICATION PROCESS

All applicants are required to complete a Town application form, available from the Internet at www.lexingtonma.gov, emailing jobs@lexingtonma.gov, calling (781) 698-4590 or by visiting the Human Resources Department. Resumes may be attached to the application form as additional information, but cannot serve as a substitute for completing the required application form.

CORI screening required.

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The Town reserves the right to modify the application deadline, and/or accept applications after the deadline, to best serve the interest of the community.

After the deadline all applications will be reviewed and the most highly qualified candidates will be invited to one or more interviews. All applicants will be notified of their standing in the process as soon as a decision has been made regarding their individual application.

Individuals who need accommodations in order to participate in this process should contact the Human Resources Department.

Questions regarding this hiring process should be addressed to the:
Human Resources Department
Town of Lexington
1625 Massachusetts Avenue
Lexington, MA 02420
(781) 698-4590