

Department of Public Works

ROOM 24, MEMORIAL BUILDING * ATHOL, MASSACHUSETTS 01331



Phone (978) 249-4542

Superintendent
DOUGLAS A. WALSH

June 28, 2018

Athol Daily News

Attn: CLASSIFIED ADVERTISING

Please run the following CLASSIFIED ADVERTISEMENT in the June 29th and June 30th editions of the Athol Daily News.

TOWN OF ATHOL
DEPARTMENT OF PUBLIC WORKS

Clerk of Works / Technology Specialist

The Town of Athol, Department of Public Works is seeking a Clerk of Works /Technology Specialist. A complete job description can be obtained by contacting the DPW at 978-249-4542. It may also be obtained by email @ dpw2@townofathol.org Candidates will be required pass a pre-employment drug screening, cori check and physical. Possession of a valid Massachusetts Drivers license is required. The starting salary is \$21.23/hour.

To apply, send resume to the Superintendent of Public Works, 584 Main Street – Room 24, Athol, MA 01331 or obtain an application at the same address. Applications will be accepted until the position has been filled.

Equal Opportunity Employer

Please forward the bill and tear sheet to the Department of Public Works, 584 Main Street, Room 24, Athol, MA 01331.

Sincerely,

Douglas A. Walsh, Superintendent

Clerk of Works – D.P.W.

Technology Specialist

Nature of Work:

This is a moderately complex position involving information technology, computerization and digital composition in the keeping of record diagrams and maps, for water, sewer and drains. Maintenance records may also include cemeteries, parks and other Public Works programs. In general, this office work will be in conjunction with data entry and software maintenance and keeping files and maintaining records. This position works under the general supervision of the Public Works administration.

Examples of Work: These duties are a sample of what may be expected. The Town DPW reserves the right to adjust accordingly as this position progresses.

- Assists in the assurance that measurements/coordinates are taken and drawings are made and digitally entered and maintained in the appropriate software programs and hard files to permanently record the locations of water, sewer, drainage lines and Town appurtenances and cemetery plots/burial records.
- Establish and maintain a digital file and program of building and infrastructure maintenance including electrical usage.
- Assists the tree warden and crew in the establishment and maintenance of tree inventory for use by the tree warden and DPW- tree division
- Assists the equipment manager/mechanic in maintaining digital records of DPW equipment.
- Catalog the digital and hard files of highway layouts, pipeline plans, maps and other miscellaneous plans as required by the DPW Administration.

- Assists the water and wastewater departments initially in establishing utility cloud program. Subsequently, there will be continued maintenance of the same program.
- Assists highway department in creating and maintaining digital mapping/records of storm water systems, along with their appurtenances and maintenance.

Requirements of Work:

- Associate of Science Degree is desirable in one of the following fields. Engineering, Computer Science, or Business Administration. A combination of at least one year full-time or equivalent part-time experience in computer work with Microsoft programs and or equivalent combination of experience and training in a field which would provide the following knowledge, abilities and skills.

- Knowledge of following:

*Data entry and software maintenance methods and practices.

*DPW construction and vehicle maintenance.

*GPS/ GIS and coordinates plotting and producing/maintaining utility records.

*Ability to proficiently operate and maintain computer hardware and software.

*Ability to work with the general public and town officials and departments.

Additional Requirements of Work:

*Possession of a valid driver's license

*Self starter to work independently and with co-workers to complete tasks.

*Ability to understand and follow oral and written instructions.