



town of

LONGMEADOW, MASSACHUSETTS

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ERICA GELINAS *Human Resource Manager*
DIANA MORROW *Human Resource Specialist*



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Assistant Town Engineer

The Town of Longmeadow seeks a qualified Assistant Town Engineer. Works under general direction of the Town Engineer and the DPW Director. Skilled technical work in connection with all AutoCAD and GIS functions; water/sewer utility software maintenance; contract development and compliance; construction inspections; record keeping. Professional and administrative work in connection with town engineering and surveying projects; cost estimates required for complete bidding package; performs varied and diversified technical work, requiring considerable judgment in the application of engineering and surveying principals. Drafts, designs and prepares plans and specifications. Associate's degree in engineering, including courses in surveying, drafting and data processing; experience in preparation of sketches and plans for civil engineering projects with supplemental cost estimates, inspection of construction work performed by contractors and various computer software applications or any equivalent combination of education and three to five years of experience. Valid motor vehicle license. Ability to manage multiple project assignments under occasional adverse weather and operating conditions. Ability to use Microsoft applications, including Word, Excel, Power Point, and Access, as well as thorough working knowledge of computerized civil engineering applications such as AutoCAD and GIS. Knowledge of survey principles as applied to both field survey assignments and preparation of plans. Must have good interpersonal and communications skills, ability to work well with public, employees and other town departments; ability to work effectively with minimal supervision. Salary range: \$41,772 – \$57,216. Full job description available from HR upon request. Submit resume and cover letter to: Department of Human Resources, 735 Longmeadow Street, Longmeadow MA 01106. Posting closes once filled.