



Joseph C. Sullivan, Mayor

Human Resources Department

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JOB POSTING

JOB TITLE: Senior Engineering Aide
LOCATION: DPW – Engineering
UNION: A.F.S.C.M.E.
DATE AVAILABLE: ASAP
SALARY: S17 - \$977.25 - \$1,108.13

QUALIFICATIONS:

Two (2) years' of college in the Civil Engineering field plus two years paid experience or training in Civil Engineering; or any equivalent combination of education and experience.

RESPONSIBILITIES:

Please see attached job description for complete details.

POSTING DATES: November 25, 2015 – until filled

Applicants may submit a cover letter and resume to the following address:

Human Resources Department
Town of Braintree
1 JFK Memorial Drive
Braintree, MA 02184

or email to : kshanley@braintreema.gov

Town of Braintree is an Equal Opportunity Employer

Date Approved:10/11/13
Grade: S-17
Union: A.F.S.C.M.E.
Apptg. Authority:

SENIOR ENGINEERING AIDE

NATURE OF WORK:

Varied administrative and technical work in the Engineering Division at the sub-professional level in connection with the location and planning of engineering projects; related work as required. Some judgment and resourcefulness required in the use of engineering instruments and equipment in field or office. Considerable effort required to correct errors, as accuracy in use of engineering instruments and in checking of computations is of prime importance.

SUPERVISION:

Works under the immediate supervision of the Town Engineer or his/her designee with occasional field assignments under general supervision, following departmental rules, regulations and policies.

JOB ENVIRONMENT:

Frequent physical effort demanded in walking or climbing over rough terrain with exposure to inclement weather and extremes of temperature. Frequently working within the roadway environment, often during roadway construction activities.

ESSENTIAL FUNCTIONS:

(The essential functions or duties listed below 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. Duties are not necessarily in order of importance or frequency of performance.)

The following, all utilizing modern equipment, software and techniques common to the engineering profession:

- Performs varied and diversified technical work of a difficult nature.
- Assists in the preparation, plotting and drafting of plans for construction projects, making calculations and computing quantities using techniques common to the engineering profession.

- Performs inspection work on construction projects verifying lines, grades and compliance with specifications, documenting such work.
- Determines property street lines for roadway and utility work, and if directed by supervisor, for property owners.
- Determine whether trees are private or public.
- Performs layout for streets (centerline and offsets) in preparation for construction projects.
- Operates GPS, total station, transit, level or similar surveying instruments to make linear, stadia and topographical surveys.
- Assists in ATR setup and performs manual turning movement counts.
- Inventories legend and condition of street signs for applicability and replacement.
- Assists in preparing plans for construction projects.
- Releases engineering information from office files to property owners, contractors, surveyors, engineers and utility companies.
- Assists in preparing bid plans and specifications for public works projects.
- Prepares service cards for newly completed Water construction projects.
- Assembles water and sewer project plans and specifications for distribution.
- Performs layout of water, sewer and drainage projects including hydrants, structures and easement locations.
- Drafts necessary drawings to provide records of water mains and services, using AutoCAD and GIS where possible.
- Intermittently may act as chief of party for two-man survey party in addition to operation of surveying instruments; may be assigned temporary duties as party chief of a three member party in the absence of the regularly assigned chief of party.

- Assists in preparation and drafting of street acceptance plans and in the preparation of various reports.
- Assists in updating Assessors' plans and maintaining master list of accepted streets.
- Prepares record drawings from field survey notes; prepares easement plans for drains or other underground structures.
- Assists other town departments as directed by supervisor.
- Regular and predictable attendance.

KNOWLEDGE, SKILLS, AND ABILITY:

Knowledge: Working knowledge of mathematics and its application to field surveying and engineering computations, basic knowledge of software applications common to the engineering profession.

Skills: Skill in the use of engineering instruments. Must maintain proficiency in current engineering technology and procedures.

Ability: Ability to perform precise survey work and to make moderately difficult technical computations and estimates.

REQUIRED QUALIFICATIONS:

Two (2) years' of college in the Civil Engineering field plus two years paid experience or training in Civil Engineering; or any equivalent combination of education and experience.