



TOWN OF HUDSON
DEPARTMENT OF PUBLIC WORKS
1 MUNICIPAL DRIVE
HUDSON, MA 01749
TEL. 978 562 9333
FAX. 978 568 9612

**Draftsman/Transitman
(Construction Inspection/Computer Operator)**

**TEMPORARY APPOINTMENT
Starting salary \$36,252**

The Town of Hudson is now accepting applications for a temporary G-10 Draftsman/Transitman. Applications are accepted until the position is filled.

DEFINITION:

Varied technical work at a sub-professional engineering level in connection with the design and location of engineering projects; related work as required.

DISTINGUISHING CHARACTERISTICS

Works under both direct and general direction.

Performs varied and diversified technical work of a semi-routine nature, with some judgement and resourcefulness requiring the use of engineering instruments and equipment in field or office.

Considerable effort required to correct errors in view of necessity for accuracy in the use of engineering instruments and in checking computations.

Frequent physical effort demanded in walking or climbing over rough terrain with exposure to inclement weather and extremes of temperature.

EXAMPLES OF WORK

Assists in the preparation, plotting and drafting of plans for construction projects.

Operates transit or other surveying instruments in construction surveys, cross-sectioning, topographical surveys, setting base lines and grades, locating stone monuments.

Assists in preparation and drafting of street traffic plans, and sewer and water system plans; assists in the snow and ice program.

Plots information from field notes, figures quantities, makes miscellaneous survey calculations.

Locates existing water and sewer services and mains for private contractors and town personnel when work is being done in the area.

Assists with snow removal operations during the winter months.

Assists the general public with any information they may request concerning town or private property.

Assists in obtaining and distributing information pertaining to the Right to Know Law for employees.

Transfers paper work to and from other town offices.

RECOMMENDED MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

High school education or equivalent; one to two years' previous experience in civil engineering or surveying; or any equivalent combination of education/certification and experience.

KNOWLEDGE, ABILITY AND SKILL

Skill in use of engineering instruments and drafting materials. Ability to interpret engineering specifications. Knowledge of mathematics through trigonometry. Knowledge of water, sewer, and drainage. Ability to speak and write clearly and concisely.

PHYSICAL REQUIREMENTS

Moderate physical effort is required to perform site visits and inspections for the Department of Public Works. Site visits in the field can occur in a variety of conditions, including but not limited to private homes, thick woods, wet areas, and exposure to varying weather conditions and external elements. The employee is frequently required to sit, speak and hear and use hands to operate equipment, and occasionally required to navigate inspection sites in the field. Vision requirements include the ability to read and analyze documents, see varying degrees of color, and use a computer.

A Criminal Offenders Records Information request must be completed for this position. However, a record is not an automatic bar to employment but is reviewed in relation to the job applied for.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

If you are interested, see Taylor in the office for sign-up sheet. ☺

POSTING DATE: Tuesday, July 10, 2018 through Tuesday, July 17, 2018