TOWN OF HARWICH

EXTERNAL JOB POSTING

UNION: Harwich Employees Association

POSITION: Surveyor

GRADE: 11

PAY GRADE: $32.67-40.56/hour

CATEGORY: Full Time (35 hours/week, benefitted)

**Summary**

Performs survey services for the Town to determine the location of Town property, roads, and boundaries including the setting of bounds and topographical work. Maintain the Town’s E-9-1-1 system and the Master Street Address Guide (MSAG).

**Essential Functions**

1. Conduct land surveys of Town property.
2. Maintain survey equipment to assure the best possible accuracy in the field, as well as maintaining supplies for the field and office.
3. Prepare base working drawings for engineering designs, road layout plans and Town property plans suitable for presentation and/or recording purposes.
4. Inspect subdivisions for conformance with approved plans and covenants, with particular attention to monumentation and drainage systems.
5. Maintain a system of files containing records and information on projects performed.
6. Assist the general public, land surveyors, engineers, contractors and builders with public record information.
7. Maintain Assessor’s Maps
8. Maintain the Town’s E-9-1-1 system and the MSAG.

**Education and Experience**

Candidate must be qualified per the licensing requirements of the Massachusetts Board of Registration for Engineers and Land Surveyors, 250 CMR 2.00-6.00 and Massachusetts General Laws Chapter 112, Sections 61 to 65 and Sections 81D to 81T. (Licensing covers both educational and experience needs.)

**Certifications and/or Licenses**

Registered Professional Land Surveyor; Possess or obtain and maintain a valid Massachusetts driver's license.

**Knowledge, Skills and Abilities**

A candidate for this position should have:

* Extensive knowledge of mathematics, computer operations, deed and plan interpretation;
* Ability to interpret field information into final form with accuracy;
* Extensive knowledge of the principles and practices of land surveying;
* Working knowledge of the laws, rules and regulations relating to land and land use;
* Basic knowledge of engineering practices;
* Ability to use and operate equipment associated with land surveying, keeping up with the state of the art instruments and procedures, and
* Skills in hand drafting and CAD (Computer Aided Drafting) and the ability to adapt to new or different computer programs readily.

Full job description attached.

Submit Town Employment Application, resume and cover letter to the Assistant Town Administrator, 732 Main Street, Harwich, MA 02645 or [meldredge@town.harwich.ma.us](mailto:meldredge@town.harwich.ma.us). Applications are available on the Town of Harwich website at <https://www.harwich-ma.gov/home/pages/employment-opportunities> Harwich is an Equal Opportunity Employer.