

CONSTRUCTION ADMINISTRATOR

Town of Middleborough

Town of Middleborough is seeking qualified candidates for a full time (40 hour/week) position of Construction Administrator for subdivision and special permit project administration, roadway construction compliance and other Planning Department tasks. Bachelor's Degree in Civil Engineering, Construction Management or Construction Science preferred and at least three (3) years' experience in project management, drainage and roadway design, roadway construction/inspection, construction supervision or similar experience required. Associate's Degree and ten (10) years' experience or an equivalent combination of education and experience may be substituted. Successful candidate must have excellent interpersonal communication, problem solving and writing skills, ability to read and understand engineering and architectural plans, interpret regulations tactfully and have strong organizational and computer skills. Hands on knowledge and experience with all aspects of roadway design and construction is imperative, as well as the ability to manage multiple projects simultaneously. Must have valid Massachusetts driver's license and be able to fully access all areas of construction sites in varying weather conditions. Salary is established by Town of Middleborough General Municipal Employees Group (GMEG). Send cover letter and resume to:

Leeann Bradley, Town Planner
Planning Department
20 Center Street
Middleborough, MA 02346
BradleyL@middleborough.com

Resumes will be accepted until June 12, 2019. EOE