

ENGINEERING INTERN

GENERAL STATEMENT OF DUTIES: Performs technical and skilled tasks in connection with engineering work including interpreting plans and specifications, assisting in construction layout, inspecting construction work, conducting laboratory and field tests and making evaluations of existing facilities; work is evaluated by an engineer; works under the direction of the Civil Engineer; performs related duties as required.

STATEMENT OF TASKS:

Acts as an inspector on construction projects, or on a portion of a major project, ensuring that the contractor complies with specification;
Records facilities into electronic format;
Reviews plans and specifications;
Maintains records of construction projects;
Performs laboratory tests of construction materials;
Attends pre-construction conferences.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Good knowledge of simple engineering principles and practices;
Good knowledge of engineering mathematics including trigonometry and engineering data statistics;
Good Knowledge of computers and software, including cad and GIS software;
Ability to make simple engineering drawings and plans;
Ability to work in the field;
Ability to read construction prints;
Ability to deal with complaints from the public in a courteous and efficient manner;
Ability to maintain good interpersonal relationships;
Ability to report for work regularly and to work under stressful conditions.

MINIMUM QUALIFICATIONS:

Enrollment in a civil engineering or environmental engineering program that includes municipal infrastructure basics as a part of the curriculum.

Established: June 17, 2004


Human Resources Director