



February 2023
FLSA: Hourly

ENGINEERING INTERN (400 HOURS – PART-TIME, TEMPORARY)

DEFINITION

Under the direction of Engineering staff, perform a variety of engineering field related tasks.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from engineering staff including Capital Project Managers and Engineering Division Manager. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is an internship level classification responsible for assigned activities related to the Town's Public Works Engineering Division. Responsibilities include the preparation of an update to the Town's Engineering & Traffic Surveys, including data collection and analysis. This position will provide time shadowing project managers, visiting job sites, and gaining meaningful experience with consultants. The ideal candidates will have some experience with CAD/GIS, computer skills using Microsoft Suites, ability to research online, and great oral and written communication skills.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assists supervisor and department staff members with a variety of support duties as assigned
- Assists in researching, compiling, and analyzing data
- Prepares and/or processes routine reports, correspondence, and records
- Performs computer data entry to record and retrieve department information
- Interacts with interdepartmental staff and other agency representatives in obtaining or providing data
- Performs routine clerical tasks as needed, including copying and filing documents, collating materials, etc.
- Performs routine field reconnaissance and inspections as needed
- Picks up and delivers documents, materials, supplies, etc., as needed
- Prepare plans and drawings as directed by supervisor and department staff members
- Performs related duties as assigned

QUALIFICATIONS

Knowledge of:

Business English, spelling and grammar; modern office practices, procedures and equipment; personal computer operations; AutoCAD; Microsoft Office Suite, specifically Word and Excel; basic math principles; effective public relations/customer service principles, practices and techniques.

Ability to:

Utilize general office equipment such as telephone, fax, printers, copiers, and computers; learn and apply City policies, procedures, rules and regulations; conduct basic research, research, compile and analyze data and prepare accurate reports and correspondence; reason logically, draw valid conclusions and make appropriate recommendations; maintain work effectiveness and meet deadlines with frequent changes in workload and the priority of assignments; understand and carry out oral and written instructions; communicate clearly and concisely, orally and in writing; establish and maintain cooperative working relationships with those contacted in the course of work; provide quality customer service.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Preferred: Must be currently enrolled in an Undergraduate Civil Engineering Program (Sophomore or Junior level).

Accepted: Must be currently enrolled in a collegiate program with a focus in Civil Engineering courses

Licenses and Certifications:

Must possess a valid US driver's license upon date of application. Must obtain California driver's license following hire date per California DMV regulations.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to inspect Town development sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points, to operate a motor vehicle, and to visit various Town and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas and to conduct inspections may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employee must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL CONDITIONS

- Office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances.
- Employees may work in the field and occasionally be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous physical substances and fumes.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.