



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 Supervising Project 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.

**TOWN OF PARADISE
RESOLUTION NO. 2026-06**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PARADISE
APPROVING JOB CLASSIFICATION DESCRIPTIONS**

WHEREAS, it is prudent for the Town of Paradise to periodically review its job classification descriptions of the positions within the Town of Paradise; and

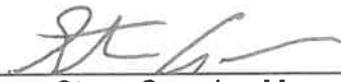
WHEREAS, to improve efficiency of certain Town functions and to appropriately reflect the duties and qualifications of its employee classifications.

NOW, THEREFORE be it resolved by the Town Council of the Town of Paradise as follows:

SECTION 1. Job class descriptions in the attached list are approved. Town staff are directed to revise Town employee Classifications based on the attached list.

PASSED AND ADOPTED by the Town Council of the Town of Paradise this 10th day of February 2026, by the following vote:

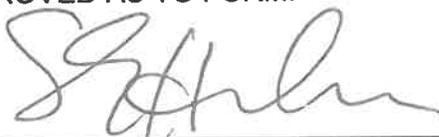
AYES:	Greg Bolin, Steve "Woody" Culleton, Heidi Lange, Ronald Lassoode, and Steve Crowder, Mayor
NOES:	None
ABSENT:	None
NOT VOTING:	None

By: 
Steve Crowder, Mayor

ATTEST: February 11, 2026


Melanie Elvis, Town Clerk

APPROVED AS TO FORM:


Scott E. Huber, Town Attorney

Job Classification Descriptions

Engineering Intern

TOWN OF PARADISE
RESOLUTION NO. 2026-07

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PARADISE
AMENDING THE SALARY PAY PLAN TO INCLUDE AN ENGINEERING INTERN – PART TIME,
TEMPORARY POSITION TO THE SALARY PAY PLAN FOR FISCAL YEAR 2025–2026

WHEREAS, the Town wishes to revise the salary pay plan; and
WHEREAS, the salary pay plan will incorporate all salary paid within the Town into one salary pay plan.
NOW, THEREFORE be it resolved by the Town Council of the Town of Paradise, that the Town of Paradise salary pay plan attached to this resolution is hereby adopted.

PASSED AND ADOPTED by the Town Council of the Town of Paradise on this 10th day of February 2026, by the following vote:

AYES: Greg Bolin, Steve "Woody" Culleton, Heidi Lange, Ronald Lassonde, and Steve Crowder, Mayor

NOES: None

ABSENT: None

NOT VOTING: None

By:  Steve Crowder, Mayor

ATTEST: February 11, 2026


Melanie Elvis, Town Clerk

APPROVED AS TO FORM:

Scott Huber, Town Attorney

TOWN OF PARADISE
 SALARY PAY PLAN FY 2025/26
 Tuesday, February 10, 2026

Head Count	Auth FTE's	Budget FTE Title	Position	Hours/Week	A Step	B Step	C Step	D Step	E Step	F Step
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1.00 0.20 0.20 **ENGINEERING INTERN (Temporary, up to 400 hours)**

HOURLY

40

22.00



Town of Paradise
Council Agenda Summary
Date: February 10, 2026

Agenda Item: 2(e)

610-10-015
610-10-018
610-10-020

ORIGINATED BY: Marc Mattox, Director of Public Works
REVIEWED BY: Michael O'Brien, Interim Town Manager
SUBJECT: Budget Adjustment for a Part Time, Limited Term Engineering Intern
LONG TERM RECOVERY PLAN: Yes – Tier 1, Sewer

COUNCIL ACTION REQUESTED:

1. Adopt Resolution No. 2026-06 " A Resolution of the Town Paradise of the Town of Paradise Approving Job Classification Descriptions; and,
2. Adopt Resolution No. 2026-01 " A Resolution of the Town Council of the Town of Paradise Amending the Salary Pay Plan to include an Engineering Intern – Part Time, Limited Term position to the Salary Pay Plan for Fiscal Year 2025–2026.
3. Authorize staff to recruit and hire a temporary Engineering Intern for the period of early June 2026 through mid-August 2026.

Background:

The Public Works/Engineering Department manages an active Capital Improvement Program and supports multiple infrastructure, transportation, and grant-funded projects. The summer months represent the Town's peak construction and project delivery season.

During this period, Engineering staff also devote substantial effort to preparing and supporting grant applications for state and federal funding programs such as the Active Transportation Program.

The Town has previously utilized a temporary Engineering Intern position to provide short-term technical and administrative assistance during this high workload period while offering a valuable professional development opportunity to a civil engineering student.

Analysis:

Staff recommends establishing a temporary Engineering Intern position for Summer 2026 to assist with field data collection, construction support activities, and preparation of technical documentation related to capital projects and grant applications.

This position will provide operational support during the busiest portion of the construction season and enhance the Department's capacity to meet project schedules and funding deadlines.

The proposed internship term would begin in early June 2026 and conclude in mid-August 2026.

The position would be temporary, non-benefited, and compensated at \$22.00 per hour, up to 400 hours.

If approved, staff will initiate recruitment immediately in order to complete the hiring process prior to the start of the summer construction season.

Financial Impact:

The total cost of the temporary Engineering Intern position will depend on the number of hours worked during the internship period, however is estimated at \$3,168 for FY 25/26 and \$6,336 for FY 26/27. Funding for this position will be from General Fund allocations for the Engineering Division – with some time being reimbursed to applicable capital projects for work performed.