

Engineering Intern

The City of Portage Department of Public Works/Engineering is seeking candidates for **1 Engineering Intern** position for the summer of 2025. Duties include, but are not limited to: construction review, survey, GIS, and file organization. To qualify, a candidate must be enrolled in an ABET accredited engineering program or a similar related program. Additionally, the candidate must possess a valid Wisconsin Driver's License. Salary range is \$15-\$20/hour depending on qualifications and must be willing to work at least 40 hours a week. Applications and a detailed Position Description may be obtained from the City of Portage, Engineering Department, 115 West Pleasant Street, Portage, WI 53901 or by visiting our website www.portagewi.gov

Apply: By 4:00 p.m., Wednesday, April 16, 2025, to Philip Livingston, Director of Public Works, 115 West Pleasant Street, Portage, WI 53901 or email philip.livingston@portagewi.gov. Position will remain open until filled.

For additional information, contact Philip Livingston, Director of Public Works at 608-742-2176 ext. 104 between the hours of 8:00 a.m. and 4:30 p.m. or philip.livingston@portagewi.gov. Any job offer will be subject to a background investigation, physical examination, and pre-employment drug testing.

**City of Portage
Position Description**

Name:	Department: Engineering
Position Title: Engineering Intern	Pay Grade: NA FLSA: Non-Exempt
Date: May 2022	Reports To: Director of Public Works

Purpose of Position

This position exists to supplement the City's engineering capabilities on construction projects.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Working under the direct supervision of the City's Engineering Technician, performs and assists with a variety of construction related services including public works inspection, surveying, note taking, and shop drawing reviews.

Minimum Training and Experience Required to Perform Essential Job Functions

- Must have completed one year of post high school education in an engineering curriculum or a related field.
- Must possess and maintain a valid Wisconsin Driver's License.

Knowledge, Skills, Abilities and Physical Requirements Necessary to Perform Essential Job Functions

Physical Requirements

- Must have the physical ability to operate a variety of equipment and hand tools such as a shovel, rake, pick ax and broom.

Mathematical Ability

- Must have the ability to add, subtract, multiply and divide and perform calculations using decimals and percentages.

Language Ability and Interpersonal Communication

- Must have the ability to comprehend, interpret and follow both verbal and written directions.
- Must have the ability to communicate effectively with other City employees as well as the general public to convey or exchange information.

Environmental Adaptability

- Must have the ability to cope with varying weather conditions as the vast majority of the work will be performed outdoors.

The City of Portage is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer. There is a residency and drug-screening requirement.

Employee's Signature

Date

Supervisor's Signature

Date