

ENGINEERING INTERN

GENERAL DEFINITION OF WORK:

Under supervision of the Director of Engineering performs responsible administrative and technical work involving facilitation of developer and CIP projects; develops and maintains the geographic information system (GIS); manages SCADA system contracts, maintains technical library, performs related work as required. Must possess a valid driver's license.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

- Performs technical review on development plans and construction drawings for conformance with applicable codes/ordinances;
- Assisting technical staff with various project tasks, including researching, compiling and evaluating project data, preparing reports, and performing calculations;
- Performing simple calculations, computer data entry, along with exposure to design and cross-training with other departments of water and wastewater operations;
- Assisting in project administration including writing reports, gathering information, drafting proposals, drafting correspondences, tracking project costs, and completing progress reports;
- Provide assistance with project management of selected projects, including monitoring of quality assurance, financial reporting, timeframes and asset management components;
- Collect GPS data and provide verification of water/sewer infrastructure features;
- Provides technical assistance to consulting engineers, contractors, property owners, and general public;
- Contacting vendors for product information, specifications, and cost proposals;
- Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to follow detailed work procedures; ability to establish and maintain effective relationships with the public, customers, co-workers and supervisors; basic knowledge of symbols and terminology used in civil and architectural and engineering drawings; knowledge of basic water and sewer facilities design; ability to use and manipulate current GIS software such as ESRI ArcGIS, ability to understand basic IT operations including networking, software updates and security operations.

EDUCATION AND EXPERIENCE:

Currently enrolled at an accredited community college or university in the field of Engineering, Environmental Science or related area of study.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 50 pounds of force occasionally, ability to walk or stand for short periods; climb stairs, bend, reach, hold, grasp, and turn objects; and operate computer or typewriter keyboards; ability to speak clearly and to see and hear clearly with or without correction. Ability to work in all weather conditions; Ability to identify and use all types of small hand tools; Must be able to successfully pass a background investigation and pre-employment drug screening

This is a temporary position that does not offer Authority benefits and/or paid time off.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.