JOB DESCRIPTION

TITLE: Student Intern                      SECTION: Administration

DEPARTMENT: Engineering                SRN: 08

REPORTING RELATIONSHIP:

Reports to: An engineering supervisor in the domestic water, sanitation, stormwater, irrigation, water resources, laboratory, or drafting sections.

Supervises the following: Not applicable.

DEFINITION: Under direct supervision performs a variety of engineering tasks intended to provide supplemental assistance to project engineers in an environment that allows practical application learning in a domestic water, sanitation, irrigation, stormwater and water resources engineering department.

ESSENTIAL FUNCTIONS:

1. Field review current and potential project sites in order to ascertain impacts to the project.

2. Prepare written and verbal reports to engineering staff on findings of field reviews.

3. Research district files and resources to assist in providing background data for use of project engineers in the decision-making process related to environmental assessment, design, and construction of district facilities.

4. Routine filing and cataloging of engineering data.

5. Prepare quantity calculations for engineering estimates.

6. Could be assigned tasks in the domestic water, sanitation, irrigation, stormwater, water resources, right of way, water quality sampling, laboratory, or drafting sections of the engineering department.

7. Allied functions related to the assistance of project engineers in the completion of their duties related to domestic water, sanitation, irrigation and stormwater engineering.
MINIMUM QUALIFICATIONS:

License or Certificate: Valid Vehicle Operator’s License issued by the state Department of Motor Vehicles. Department of Motor Vehicles driving record may influence employment or classification.

Experience: Any type of work experience, which would likely provide the required knowledge and abilities, is qualifying. A typical way would be to have some work experience where attendance record, initiative and ability to work as part of a team can be measured.

Education: Currently enrolled in a Bachelor’s Degree program in civil engineering at an accredited college or university. Typically, the successful candidate will have completed two years of college coursework towards a bachelor’s degree.

Knowledge of:
- The principals of mathematics as they are applied at the entry level in the field of civil engineering.
- General knowledge of the field of civil engineering, especially as it relates to water.
- Record keeping and personal organizational skills.
- General personal computer use.

Abilities:
- Meet reasonable deadlines set for work assignments.
- Work cooperatively with others.
- Learn routine and complex engineering tasks as assigned by project engineers.
- Communicate effectively in English, both verbally and in writing.

PHYSICAL REQUIREMENTS:

1. Uses telephone and two-way radio to communicate.

2. Uses personal computer, keyboard, mouse and monitor for long periods.

See Human Resources for physical assessment form.