

Engineering Temp - Student Intern

Nature of Work:

The student intern will work under the supervision of engineers and/or inspectors in an office and/or field environment. The student intern could perform tasks including, but not limited to:

- Review of documents and/or plans, including permits and construction quantities.
- Track and maintain databases of construction tasks and communications.
- Prepare public outreach/communication documents and distribution of communications.
- Basic civil engineering tasks including, but not limited to: data research, project design, auto CAD, performing calculations and applying engineering principles.
- Assist in project scheduling, public outreach, public meetings and project documentation.
- Assist construction staff in monitoring daily field activities related to construction inspection of road, sidewalk, and utility projects. Work includes measuring and documenting material and labor used and monitoring the contractor to assure compliance with specifications.
- Occasionally, interacting with the public.
- Inspect contractors work for conformance with plans and specifications under the supervision of an experienced inspector.
- Assist experienced staff in performing survey work.
- Field and survey work that requires driving to various local sites.
- Other duties as assigned.

Required Qualifications:

- Currently pursuing an undergraduate or post graduate degree in Engineering, Construction Management, Civil Technology, Surveying or related field
- Positions assigned primarily to the field will be required to have a valid drive
- Valid driver's license, as they are required to drive to the numerous local job sites daily
- Ability to work in a team and take instruction
- Ability and willingness to perform construction inspection in all weather conditions

- Must be able to effectively document and communicate technical information to both a technical and non-technical audience
- Proficiency in Microsoft Office products as well as general computer skills
- Strong written and oral communication skills
- Good organizational skills

Physical Requirements:

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

Physical abilities include, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, driving, pushing, pulling, lifting, grasping, feeling, talking, hearing, seeing and repetitive motions. Physical abilities may also include, but are not limited to, setting construction hubs with sledge hammer, brushing through thicket and woods with machete (for line and grade), opening manholes with pick, using spud bar to chip through ice and hard ground, shoveling (snow and earth), lifting miscellaneous water and sewer appurtenances, turning on/off water gate valves, moving barricades and construction signs, and locating property irons/monuments.

Incumbent may be subject to hazardous conditions including, but not limited to, working in extreme heat and cold for long durations, dust and noise from construction sites, working in traffic, working around construction equipment, poison ivy, and chemicals (chlorine).

Heavy Work: Exerting up to 100 lbs of force occasionally, and/or up to 50 lbs of force frequently, and/or up to 20 lbs of force constantly to move objects.