

ENGINEERING INTERN

DEFINITION

Under general supervision, performs a variety of entry-level engineering tasks; assists with engineering activities and services; and performs related work, as required.

DISTINGUISHING CHARACTERISTICS

This is an entry-level, part-time, temporary position in the engineering series, working under the supervision of a Senior Civil Engineer. Incumbent receives specialized training in a wide range of engineering tasks. Incumbent should have knowledge of departmental policies, operations, and goals, and apply discretion in using this knowledge in the performance of tasks. Common sense is required in interpreting and applying policies and precedents to unusual situations. Work is performed under general supervision in the beginning, progressing to a more independent status and work is subject to review in progress and upon completion.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assists with engineering activities and services; provides responsible staff assistance to the Engineering staff; responds to inquiries on new developments; assists developers to understand City standards and policies and provides rapid turn-around on development-related activities; reviews and comments on plans for developer projects to ensure compliance with City standards; maintains accurate and complete records for files; uses AutoCAD to draft City engineering standards and details; conducts research and analyzes data; enforces policies and regulations; compiles and reviews engineering-related data; collaborates and confers with customers; assists with preparing policies and procedures; assists inspectors with preparing punch lists for capital and developer projects; drives City vehicle to pick up and deliver documents; utilizes computer software programs competently; communicates effectively, both orally and in writing; routinely adheres to and maintains a positive attitude; maintains effective work relationships with supervisor, fellow City employees, customers, and outside agencies; operates vehicles and equipment in a safe and efficient manner; and performs related duties and responsibilities, as required.

EMPLOYMENT STANDARDS

Training and Experience - Graduation from high school, or GED equivalent, currently pursuing a two-year or four-year degree program with major coursework in Civil Engineering or a related technical field, and work experience which demonstrates the ability to successfully perform the duties of the position.

Knowledge and Abilities – **Knowledge of:** Administrative techniques, including principles of organization; modern office methods, practices, procedures, and equipment, including personal computers, modern software programs, spreadsheets, and the Internet; and English usage, vocabulary, spelling, punctuation, and grammar.

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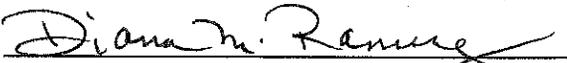
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Ability to: Prioritize and schedule workload to ensure completion when faced with deadlines or emergencies; keep accurate records; prepare documents and spreadsheets using Microsoft Word and Excel; analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals; evaluate and recommend changes to policies, practices, and procedures; proficiently utilize a personal computer in completing major projects; interpret and apply federal, state, and local policies, procedures, laws, and regulations; effectively present instructions and information in writing and verbally to coworkers, the general public, and outside agencies; use patience, tact, diplomacy, and courtesy in dealing with the public and employees; routinely adhere to and maintain a positive attitude; establish and maintain effective working relationships with those contacted in the course of work, including City and other government officials, community groups, and the general public; and apply safe work practices.

Licenses and Certificates – Must possess a valid California Class "C" driver's license.

WORKING CONDITIONS

Work is performed in an office environment and in close proximity to other workers. Incumbent shall be exposed to those conditions normally encountered in an office environment. Physical demands are light, consisting primarily of sitting, standing, walking, lifting, carrying moderately heavy boxes up to 50 pounds, and/or utilizing a hand dolly. Incumbent must be able to see and hear in the normal range, with or without correction, and communicate verbally and in written form with great facility, and must be able to be understood. Incumbent must have the stamina to work long hours and overtime, if assigned, and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts.

APPROVED: 
DIRECTOR OF HUMAN RESOURCES

DATE: **June 5, 2008**

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position. Shared/jobdescriptions (Final)/Engineering/EngineeringIntern/06/05/08/jlr