



ENGINEERING INTERN

Pay Range: Level 4

DEFINITION

Internship is a system of on-the-job training similar to an apprenticeship. Interns are generally college students seeking skills for, or evaluating, a career. A student internship provides an opportunity for students to gain experience in a field, determine if they have an interest in a particular career, create a network of contacts, and potentially earn school credit. An internship may be either paid or unpaid. Internships may be part-time or full-time and are typically available in the summer and last 6–12 weeks. Duration can be shorter or longer based on the amount of work available.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from Associate and Assistant Engineers working in the Public Works Engineering Division.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Reviewing and developing design plans and specifications.
- Jobsite observation and reporting for capital projects.
- Managing capital project documentation.
- Organize existing engineering project files.
- Special projects as assigned.

PERIPHERAL DUTIES

Assist Public Works Staff, as needed, in a variety of tasks.

QUALIFICATIONS

Knowledge of:

- Required computer skills, inclusive of Microsoft Word and Excel.
- Desired computer skills: AutoCAD and ArcGIS.
- Filing and office management.

- Construction operations and procedures.

Ability to:

- Plan, organize, and schedule;
- Communicate clearly and concisely, both orally and in writing;
- Interact with the public in a courteous and professional manner;
- Operate a motor vehicle;
- Learn procedures unique to the Town of Mammoth Lakes and municipal government;
- Compile and maintain records;
- Prepare routine reports;
- Draft letters and communicate on the telephone and via e-mail;
- Establish and maintain effective working relationships with those contacted in the course of operations; and
- Understand and carry out oral and written directions.

Experience and Training:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Required Education:

High School graduate or equivalent. Engineering coursework.

Experience:

None required.

Training:

None required.

Licenses:

Must have (or receive within state required time frame) a valid State of California Class C Driver's License with an acceptable driving record and pass an appropriate background check prior to the hire date.

Preferred Education, Training, and Experience:

College level engineering coursework consistent with that of a student of junior standing.

TOOLS AND EQUIPMENT USED

Personal computer, telephone, phone, copy machine, fax machine, mobile radio, cell phone, hand tools, motorized vehicles.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Vision adequate to operate vehicles and office equipment, read instructions and follow directions; hearing adequate to converse on the telephone and in person; body mobility adequate to drive and perform required office duties including reaching and bending for files and related office items; use of hands and fingers adequate for operating vehicles, writing, typing, computer, copier, and fax machine and related functions; ability to lift office files, binders and small office equipment, as needed. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. While performing the duties of this job the employee is frequently required to stand, walk, sit, drive, use hands and fingers, handle or feel, reach with hands and arms, grasp, hold and manipulate office equipment and talk and hear. The employee is occasionally required to carry up to 25 pounds. The employee may be required to stoop, crawl, crouch, balance or climb short distances. Specific vision ability required by this job includes close vision, color vision, peripheral vision, depth perception and ability to adjust focus with or without ocular aides.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in writing, orally or in diagram form and analyze and resolve problems involving a variety of situations, using standard industry and departmental processes and/or procedures. Ability to define problems, collect data, establish facts, and articulate valid conclusions, and interpret an extensive variety of regulatory or technical instructions.

WORK ENVIRONMENT

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is typical of an office setting with associated noise from office equipment, building HVAC, customers, and other employees. Position is required to drive in various conditions to check status of projects and inspections.

GENERAL

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The Town reserves the right to revise or change classification duties and responsibilities as the need arises. The description does not constitute a written or implied contract of employment.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.