



Position Description

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| Position Title: | Engineer Intern |
| Department: | Engineering |
| Salary Grade: | n/a, Non Bargaining |
| Reports to: | City Engineer |
| FLSA: | Non-Exempt |
| Date: | April 2024 |

Position Summary:

The Engineer Intern performs a variety of technical and administrative duties for the City Engineer and Staff Engineers. This position provides assistance and support to all city staff as requested. This is a complex and technical position involving frequent detailed duties with a broad scope of work. The intern will be working closely with both the engineering staff and inspection field crews. The intern will benefit from hands-on experience, technical training, mentoring from professional staff, and working within a positive team environment. (Full time position during summer and semester breaks. Part time position during school year.)

Duties and Responsibilities:

- Scan and record documents using various digital storage programs.
- Adviser and answers technical questions.
- Assists in field investigations of infrastructure replacement issues.
- Assists in Storm Water Pollution Prevention (SWPP) inspections and documentation of the SWPP program requirements.
- Performs simple to routine inspections comprised of: storm water, sanitary connections, aprons, and sidewalks.
- Assists with creating plans/estimates for department projects, such as street paving projects, storm and sanitary sewer projects, water distribution systems, and related projects.
- Assist with construction administration duties, including but not limited to: reviewing quantities, RFI's, and Punchlist items.
- Reviews grading, drainage, and paving projects.
- Prepares routine correspondence, provides information, receives complains, and works directly with the public.
- Interviews callers and screens calls; receives complaints and requests for information, routes requests to staff to address.
- File office correspondence and records.
- Operates office machines such as, but not limited to, computers, calculators, copiers, fax machines, large format scanners.
- Other duties as assigned.

Necessary Competencies and Personal Qualities:

- Responsible / makes sound technical decisions
- Logical / good problem solver
- Attention to detail and accuracy
- Excels at communication both written and verbal
- Provides excellent customer service

Knowledge, Skill and Ability:

- Software: Microsoft Office Suite (MS Word, Excel, PowerPoint, Outlook).

- Develop and maintain effective working relationships throughout the City.
- Ability to work independently or in a group setting.
- Ability to prioritize, coordinate and organizing multiple projects.

Education, Licenses and Experience:

- **Education:** Attending ABET accredited engineering school of recognized standing with major work in civil/chemical/mechanical engineering. Preferred junior/senior or graduate level student.
- **Professional Certifications and Licenses:** A current, valid State of Ohio's driver's license and a driving record that is acceptable to the City's risk managers and insurers.

Physical Demands:

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk and hear. Vision demands include close, relatively detailed vision, with the ability to adjust focus when performing inspections. Employee may sit for periods of time when performing administrative work. The employee is frequently required to stand and walk for extended periods of time, use hands to hold and control equipment; reach with hands and arms.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

The City of Lorain is an Equal Opportunity Employer.

Intern - Official Position Description:

Interns participate in a work based training program (i.e., receives on-the-job training) intended to provide comprehensive experience of the engineering functions within the City of Lorain. Interns will perform the following tasks, including but not limited to, representing the department acting as a liaison to relay project information between &/or to departmental offices, as well as contractors; developing professional, productive internal & external customer service relationships; practicing evaluating the impact of decisions on project scope, coworkers, contractors, public safety, & public image of the City of Lorain overall, etc., along with other related administrative tasks.

The assignments will include duties as follows:

Construction:

- Travels & inspects existing simple & standard projects (e.g., sanitary inspections, storm water projects, roadway projects, bike/ped projects) to ensure contractor compliance to plans, notes, & guidelines (e.g., examines plans; verifies calculations; checks quantities; estimates costs);
- Maintains project records on the Engineering Department Server using a computer & related software (e.g., Microsoft Word, Excel);
- Performs surveying functions using surveying equipment;
- Performs materials testing assignments (e.g., concrete field testing).

City Management:

- Conducts signage and paint studies & researches specific issues (e.g., safety);
- Assists in planning improvement & reconstruction projects to ensure public roads meet reasonable standards within limitations of regulations (e.g., maintenance of traffic control, sign control, traffic safety, minor structures);
- Establishes understanding of sewage/water treatment plants and stormwater management system & their operations including the accompanying distribution system;
- Formulates designs;
- Researches previously implemented projects to identify if materials & original intent resulted in anticipated outcome.

Planning/Engineering:

- Using prescribed methods, a computer & related software AutoCAD Civil 3D performs specific portions of a broad assignment (e.g., drafts detailed construction drawings used in planning & construction; applies standard techniques to adjust data);
- Identifies discrepancies in results; corrects by following operations through a series of related steps;
- Reviews plans (i.e., subdivisions, roadway, utilities), contracts & cost estimates for technical & legal accuracy.
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Employee works for a Registered Professional Engineer in order to accomplish assignments. Individual project assignments will be made by a licensed engineer in the Engineering Department.

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