



Civil Engineer Intern Job Description Engineering Department



Title:	Civil Engineer Intern
Classification:	Temporary/Seasonal
Responsible To:	City Engineer/Assistant City Engineer
Normal Working Hours:	Monday through Friday, 8:00 am to 4:30 pm (hours may vary based on need)
Job Summary:	The City of North Ridgeville is looking for a summer intern to assist the Engineering Department in a full-time capacity position. 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 a professional staff, and working within a positive team work environment.

Potential

Functions of the Position:

- Update city infrastructure inventory lists
- Data entry for the City's backflow prevention program
- Scan and record documents using various digital storage programs
- Prepare exhibits for public purpose or for documenting resources in the Department
- Assist in responding to residential complaints
- Assist in field investigations of infrastructure documenting
- Assist in Storm Water Pollution Prevention (SWPPP) inspections and documentation of the SWPPP program requirements
- Assist with project bidding of public works projects
- Assist with construction administration duties including reviewing payroll certifications, project quantities, RFI's, and punchlist items
- Assist the Engineer with various other tasks

Qualifications:

Student must be enrolled in a civil engineering program at an ABET accredited engineering school with the goal of obtaining a Bachelor Degree in Civil Engineering. Student must have completed a minimum of one (1) year of coursework to be eligible. Additionally, the intern should possess the following qualifications:

- Excellent verbal and written communication skills
- Ability to apply technical skills to meet project demands
- Solve problems independently with some direction
- Works effectively in a team environment

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- Positive attitude and a good work ethic
- Self-motivated to meet deadlines
- Attention to details and ability to contribute to a positive work environment
- Demonstrates drive to achieve goals
- Be able to traverse difficult terrain including steep, muddy, or rocky ground
- Proficient in Microsoft Office Tools including Word, Excel and Outlook
- Entry level experience with CAD Technologies, GIS Systems, Adobe Acrobat Pro, Paint and other mapping applications desirable

Interested candidates can email their resume to Daniel Rodriguez at droduiguez@nridgeville.org or send to:

Attn: Daniel Rodriguez, P.E.
The City of North Ridgeville
Engineering Department
7307 Avon Belden Road
North Ridgeville, Ohio 44039