Job Description
Job Title: Engineering Intern

General Duties
1. Assists with engineering services and related operations of the Engineering Services Department of the District and reports directly to the District Engineer.
2. Promotes good public relations with residents of the District and encourages effective communication between management, District personnel and customers of the District.
3. Performs duties in accordance with the District’s policies, rules and regulations and all applicable laws.
4. Under the direction of the District Engineer, performs a variety of engineering tasks related to design, construction, installation, operation, maintenance, upgrades and improvement of sanitary systems and public structures.
5. Assists with the planning, design, inspection (observation) of improvements and upgrades to the District’s sewer system.
6. Assists with the design and/or inspection of construction, maintenance, and alteration of District structures and facilities used in the transmission of sewage, including periodic site visits.
7. Works closely with the District’s Engineer and Inspectors, including but not limited to, the review of proposed subdivisions, the review of design work performed by the District’s Consulting Engineers, preparation and review of change orders, payment requests and field orders.
8. Assists with easement acquisition activities undertaken by the District or its designees.
9. Assists with flow metering activities undertaken by the District.
10. Attends and participates in various meetings of the District, as requested by the District Engineer and/or General Manager.
11. Assists in the collection of survey data, including use of the District’s G.P.S. equipment.
12. Responds to questions and complaints from the public.
13. Other duties as assigned by the District’s Manager and/or District Engineer.

Minimum Requirements
1. Junior or Senior status working towards a Bachelor’s degree in Civil Engineering from accredited college and/or university.
2. Proficiency in ACAD, Arc View, Microsoft Office packages and other related engineering programs/software.
3. Possession of valid driver’s license.
4. Ability to read construction drawings, complete work orders and interpret construction specifications.
5. Ability to work cooperatively with supervisors, peers, all District personnel, contractors, and members of the general public under varying circumstances.
6. Ability to prepare and present complex oral and written reports.
7. Ability to work overtime if required and to respond to emergencies and diverse operational demands.

Working Conditions
1. Occasional exposure to stress as it relates to human behavior.
2. Occasional exposure to environmental and bacteriological hazards. Exposure to carcinogenic and pathogenic agents is expected but preventative measures are available. Exposure to poisonous gases is minimal provided routine safety procedures are followed.
3. Intermittent lifting of medium to heavy weights. Stooping, bending, climbing, crouching, walking and exposure to dampness, noise, high voltages, heights, heat and cold are routine in this position.
Temporary Position

This position is temporary only. It is anticipated that the period of employment will last no longer than six (6) months or that the work assigned will be on an “as needed” or temporary basis. Hours per week may vary, but will generally be less than forty (40) hours per week. Engineering interns will not be eligible for any District benefits.