

DEPARTMENT: PUBLIC WORKS
CLASSIFICATION: COMPETITIVE
APPROVED: DECEMBER 1, 2022

ENGINEERING INTERN

DISTINGUISHING FEATURES OF THE CLASS: This is seasonal work that involves responsibility for performing routine work such as drafting, field measuring buildings, running prints and copies, assistance with field survey and other tasks of the department. The incumbent assists engineers and/or inspectors in carrying out their work. The work is performed under the direct supervision of an engineer or assigned supervisor who reviews reports and provides advisory assistance as necessary. The work is designed to provide internship opportunities to area college students while providing the department with seasonal employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Assists with field surveys;
2. Assists assigned engineers or inspectors in carrying out their work by inspecting installed work, field measurements, making copies, and performing mathematical computations;
3. Prepares simple mathematical computations;
4. Maintains supplies of materials for the engineering office;
5. Makes drawings using computer aided drafting (CAD);
6. Scans in documents/plans for electronic filing of documents;
7. Operates office machines such as CAD work stations, calculators, scanners, copiers, etc.;
8. Performs routine office tasks such as filing, copying, bookbinding, errands, etc.;
9. Assists with annual record purging and preparing documents for record storage;
10. Travels to perform aforementioned work activities.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the engineering field and survey work; good knowledge of CAD; skill in using instruments involved in surveying and drafting; working knowledge of mathematics; manual skill and mechanical aptitude; ability to understand and follow verbal and written directions; ability to operate modern office equipment at an acceptable rate of speed and accuracy; willingness to learn and perform a variety of tasks; accuracy; physically able to move about on a construction site including climbing; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma **and** current college enrollment in an engineering field.

SPECIAL REQUIREMENT:

1. Candidates must submit documentation verifying college enrollment in an acceptable field;
2. Possession of a valid New York State driver's license at time of appointment and for the duration of employment.