

ENGINEERING INTERN

Position Description:

- Provide CAD drafting and design support and assist in administrative tasks for the Engineering Department as assigned.

Reports To:

- Project Engineers in the Engineering Department with daily supervision and guidance.

Relationship to Others:

- Supporting member for the Engineering Staff.

Responsibilities:

- Provides drafting services for Engineering Department.
- Performs hydrologic and hydraulic calculations for storm sewer systems.
- Performs administrative tasks and field reconnaissance associated with individual projects.
- Assists with linear, area and volumetric calculations used in preparing estimates of construction cost.
- Assembles design and bidding documents, including technical specifications and project manuals.
- May perform Stormwater Pollution Prevention Plan inspections and prepare reports under the supervision of a Qualified Professional.
- Maintains project documents, organizes files and assists Administrative Staff with document production.

Authority/Supervisory Responsibilities:

- None

Personal Qualities:

- Solid verbal and written communication skills are imperative.
- Able to work with and support all Office Staff.
- Flexible in work hours to help meet project deadlines.
- Receptive to new ideas and concepts.
- Responsible to employer and self-motivated.

Experience/Education Guidelines:

- Enrolled in an accredited Civil and Environmental Engineering curriculum.
- Competence with AutoCAD or equivalent drafting software preferred.
- Competent with Microsoft Word and Excel software.
- Knowledgeable with Microsoft operating systems.

