

POSITION DESCRIPTION

Position:	Engineering Intern
Reports To:	Engineering Manager
Group/Department:	Public Works/ Engineering
Work Location:	Sidney Municipal Building

Position Summary:

The Engineering Intern is responsible for performing engineering services in regards to Capital Improvement Projects, traffic studies, and community developments with moderate direction and moderate guidance.

Job Dimensions:

The City Engineering Department is currently comprised of an Engineering Technician and Engineering Clerk , who are supervised by the Engineering Manager under the direction of the Assistant City Manager/Public works director. The Engineering Department is involved in surveying, design, construction, and inspection services for public capitol improvements within a total range of \$2,000,000 to \$6,000,000 per year. In addition, the Engineering Department performs review and inspection services for all private capital improvements and developments within the City of Sidney. Follow-up on traffic signal warrants, as well as traffic studies are also performed by this department.

Nature and Scope:

The Engineering Intern is an entry-level technical position in the Engineering Department of the Public Works Division reporting to the Engineering Manager. This position is expected to work with a moderate level of direction. This position has/will have contact with other City departments including the Street, Underground Utilities, Cemetery, Police, Fire, and Parks & Recreation Departments. The Engineering Intern may also have contact with Dayton Power & Light, the Ohio Department of Transportation, cable companies, telephone companies, the County Engineer's Office, contractors, consultants, realtors, suppliers, and the general public.

The major responsibilities of the Engineering Intern include:

- ◆ Assisting with the work of a survey crew during location and design surveys as well as boundary surveys.
- ◆ Preparing construction plans with CAD (Computer Assisted Design).
- ◆ Performing construction layout staking for capital improvement projects, and other projects of importance.
- ◆ Providing construction inspection/monitoring on capital improvement projects and private

developments.

- ◆ Performing routine engineering operations and consulting with the Engineering Technician II or Engineering Manager on unusual or complicated aspects of project designs.
- ◆ Performing and maintaining City traffic records dealing with traffic counts, speed studies, signal warrants, stop sign warrants, no parking zone warrants, documentation of volume counts, etc. under the general supervision of a professional engineer.
- ◆ Addressing questions or concerns and inquires from the public when surveying Capital Improvement Projects or traffic surveys.
- ◆ Performs plan review on private subdivisions for compliance with City standards and master plan.
- ◆ Utilize AutoCAD, spreadsheets, and computer mapping programs. Also using survey software on the computer to perform surveying formulas and calculations.
- ◆ Performing technical drafting and quantity tabulations.

The Engineering Intern may be expected to assist in any or all of the above areas.

Major Challenges:

- ◆ Dealing with citizens, consultants, developers and suppliers that are upset, angry, unreasonable, abusive or irate.
- ◆ Safely working around moving heavy construction equipment and in busy roadways.
- ◆ Acting as a "troubleshooter" in construction conflicts and citizen's individual difficulties.
- ◆ Accurately reviewing records, maps and documentation and ascertaining the most appropriate information needed by contractors, citizens or the City's own staff.

Other Requirements:

- ◆ Safely working around moving heavy construction equipment and in busy roadways.
- ◆ Ability to work through thick underbrush in rough terrain with the possibility of animal or plant hazards at times.
- ◆ Demonstrated problem solving skills requiring familiarity with engineering and surveying principles and practices in the areas of development review; design and inspection of water, sewer, street and traffic engineering and related projects.
- ◆ Ability to communicate and develop effective working relationships with the general public, other City departments, governmental agencies and local jurisdictions in email, in person and over the telephone.

Qualifications:

- ◆ A high school diploma or GED equivalent is required.
- ◆ Applicants must be currently enrolled (preferred) or planning to be enrolled as a student at a university with any of the following education majors:
 - Civil Engineering
 - Construction Engineering
 - Geomatics (Land Surveying)
 - Other majors may be considered provided they are closely related to the Civil Engineering field.
- ◆ A valid driver's license is required.