



WORKING TITLE: ENGINEER INTERN	CLASSIFICATION: ENGINEER TECHNICIAN
DEPARTMENT: PUBLIC WORKS	DIVISION: PUBLIC WORKS
PAY RANGE: \$20 P/HR	FLSA CATEGORY: NON-EXEMPT
PHYSICAL REQUIREMENTS: ATTACHED	WORKERS COMP CODE: 9410
PPE: PER WORK LOCATION	REVISION DATE: FEBRUARY 2026

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

Performs field and office engineering work. Positions of this classification are responsible for performing field and office assignments assisting the Engineering Manager, drafting, surveying, and related engineering projects. Initially, work may involve a limited range of assignments. However, as technical skills are acquired through on- the-job training, the range of assignments may increase. Assignments may require manual labor in their accomplishment as well as accuracy and close attention to specific details.

SUPERVISION RECEIVED:

Works under the immediate supervision of the Engineering Manager. Work is reviewed to ensure instructions are followed and for conformance with established departmental and engineering standards.

SUPERVISION EXERCISED:

Supervision of others by the Intern is not a responsibility of this position.

DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:

GENERAL

(Applies to all specialties)

1. May need to confer with the public with a variety of complaints and requests for information related to the county road system.
2. Coordinates public works issues with other agencies and organizations where appropriate.

Design Specialty

1. Performs technical drafting work; plots engineering drawings and maps; assists in the preparation of plans for roadway, drainage, structural, and a variety of Capital Improvement projects.
2. Performs various office and field functions, such as maintaining and updating maps and databases; assists with contract document preparation and cost estimates; makes field observations and measurements; conducts various engineering studies and written reports.

Inspection Specialty

1. Inspect minor roadway surfacing and grading work or an assigned section of a major construction project for adherence to standards and specifications; assists in the sampling and testing of construction materials and in the inspection of bridges and other structures under construction.
2. Reviews tests on concrete, soils, aggregates, and other construction materials; reviews asphalt concrete pavements, aggregate bases, and subgrade materials for quality control.
3. Review permits for construction of driveways, pipelines, and utilities in the road right-of-way; inspects field work done by companies or agencies; works with permit holders to assure compliance with permit conditions and requirements; maintains accurate permit files and databases.
4. Functions as a project coordinator for less complex projects in various stages of development in support of project engineers.

Traffic Specialty

1. Issues permits for special sign placements, and miscellaneous work performed in the public right-of-way; issues removal agreements for structures placed in the right-of-way; works with permit holders to assure compliance with permit conditions and requirements; reviews and assists in developing traffic control plans for permitted work.
2. Assist with the permit system and associated databases.
3. Assists in office and field studies of traffic volumes, vehicle usage, and traffic distribution; sets up and monitors traffic counters; takes manual traffic and turning movement counts; provides traffic volume and miscellaneous traffic data to the public upon request.
4. Collects and files accident reports; compiles and summarizes accident data and maintains the associated databases.
5. Inspects and rates existing pavements for environmental and load related distresses; submits required reports and data.
6. Investigates miscellaneous safety complaints, sign requests, etc.; measures sight distances; provides miscellaneous graphics and mapping support, and files and organizes miscellaneous traffic engineering work.
7. Performs a variety of office tasks including issuing permits, researching records for property and right-of-way information, compiling and reviewing accident histories, providing information to the public, miscellaneous hand and computer drafting, and filing and organizing traffic engineering work.

Right-of-way Specialty

1. Issues permits for oversize/overweight vehicles and special events taking place on county roads.
2. Inspect driveway locations for compliance with County Standards. Review the area drainage and need for a culvert and size the culvert accordingly. Issue the driveway permits.
3. Issues permits for construction of less complicated pipelines and utilities in the road right-of-way; inspects field work done by others under the permits; works with permit holders to assure compliance with permit conditions and requirements; maintains accurate permit files and databases.
4. Functions as a project coordinator for less complex projects in various stages of development in support of engineering manager.
5. Coordinate utility relocations with various utilities.

JOB SPECIFICATION

KNOWLEDGE OF:

- Basic mathematics including trigonometry and algebra.
- Principles and practices of drafting including Civil 3D.
- Road and/or bridge construction practices and procedures.
- Traffic engineering fundamentals.

SKILL IN:

- Performing designated shop and office duties as assigned.
- Performing designated field and road duties such as flagging traffic, setting up traffic count instruments, Traffic Control plan review, etc.
- Communicating, both orally and in writing.

ABILITY TO:

- Establish and maintain cooperative working relationships with contractors, colleagues, and the general public.
- Set up and maintain accurate job logs, notes, databases, and project files.
- Develop further knowledge, skills, and abilities and maintain required certifications.
- Attend work as scheduled and/or required.

MINIMUM EXPERIENCE AND TRAINING:

One year surveying, drafting, or related engineering technical experience. High school diploma/GED certificate is required. College level course work and training in mathematics, drafting, survey, civil engineering or a related field may be substituted for up to six months of experience. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above.

OTHER REQUIREMENTS:

Ability to secure and maintain a driver's license valid in the state of Oregon. May be required to drive a County vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

May be subject to successful completion of a background check.

WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:

The incumbent typically works in a building and in outdoor areas and uses mechanical equipment as needed to perform duties with associated noise levels. Weather conditions may vary. The employee may encounter frequent interruptions throughout the workday.

The employee is regularly required to talk, listen and hear, frequently required to use repetitive hand motion, handle or feel, and to sit, stand, walk, reach, bend, regularly push, pull and lift up to 40 pounds and occasionally push, pull and lift up to 60 pounds. The incumbent will regularly use mechanical equipment typical of those used in the maintenance of buildings and landscape.

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.

The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.