



WORKING TITLE: ENGINEERING INTERN	CLASSIFICATION: CIVIL ENGINEER INTERN
DEPARTMENT: PUBLIC WORKS	DIVISION: PUBLIC WORKS
PAY RANGE: VARIES	FLSA CATEGORY: NON-EXEMPT
PHYSICAL REQUIREMENTS: ATTACHED	WORKERS COMP CODE: 9410
PPE: PER WORK LOCATION	REVISION DATE: JUNE 2013

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

Works under the general supervision of the County Engineer. May work with other Public Works employees on various asphalt paving inspection jobs. Work is reviewed to ensure instructions are followed and for conformance with established departmental and engineering standards.

SUPERVISION RECEIVED:

Works under Engineering/Survey Specialist II and/or Senior Engineering Specialist, and/or Engineering Technician II or III or other administrative and professional superiors. Work is reviewed for quality and conformance with established departmental, surveying, and/or engineering standards.

SUPERVISION EXERCISED:

Supervision is not a responsibility of this classification.

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:

- Assists other county employees in establishing road center line intervals for paving and overlay projects. Paving quantities will be recorded and projected using this information.
- Works on various AutoCad Civil 3D drafting projects. Projects may include facility layouts and square footage calculations for rental space, and other civil engineering projects.
- Engineers calculations to determine contract pay quantities. Resolves any quantity discrepancies with the contractor.
- Asphalt paving inspections, including tracking asphaltic concrete weight tickets, recording of lay down temperatures, taking accurate field notes to document paving issues, answering and/or relaying questions from the paving contractor and discussing project issues with the public.

JOB SPECIFICATION

KNOWLEDGE OF:

- Basic mathematics including trigonometry and algebra.
- Computer drafting.
- Basic construction practices.
- Principles, practices, and procedures of engineering.

SKILL IN:

- Surveying and drafting.
- Communicating, both orally and in writing.
- Performing accurate mathematic calculations.

ABILITY TO:

- Perform asphalt inspections.
- Follow both oral and written instructions.
- Accurately record and track data.
- Attend work as scheduled and/or required.

MINIMUM EXPERIENCE AND TRAINING:

One year surveying, drafting, or related engineering technical experience. Graduation from high school/GED. College level course work and training in mathematics, drafting, survey, civil engineering or a related field may be substituted for experience requirement. Any satisfactory equivalent combination of experience and training which insures 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, or an acceptable alternative means of transportation. 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 accommodations 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.