

TOWN OF MAMMOTH LAKES

ENGINEERING INTERN

DEFINITION

Internship is a system of on-the-job training similar to an apprenticeship. Interns are college students seeking skills for, or evaluating a career. A student internship provides an opportunity for students to gain experience in a field, determine if they have an interest in a particular career, create a network of contacts, and potentially earn school credit. An internship may be either paid or unpaid. Internships may be part-time or full-time and are typically available in the summer and last 6–12 weeks. Duration can be shorter or longer based on the amount of work available.

SUPERVISION RECEIVED

Receives direction from Associate and Assistant Engineers working in the Public Works Engineering Division.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties may include, but are not limited to:

- Reviewing and developing design plans and specifications
- Jobsite observation and reporting for capital projects
- Managing capital project documentation
- Organize existing engineering project files
- Special projects as assigned

PERIPHERAL DUTIES

Assist Public Works Staff, as needed, in a variety of tasks.

QUALIFICATIONS:

Knowledge of:

Required computer skills, inclusive of Microsoft Word and Excel

Desired computer skills: AutoCAD and ArcGIS

Filing and office management

Construction operations and procedures

Ability to:

Plan, organize, and schedule;

Communicate clearly and concisely, both orally and in writing;

Interact with the public in a courteous and professional manner;

Operate a motor vehicle;

Learn procedures unique to the Town of Mammoth Lakes and municipal government;

Compile and maintain records;

Prepare routine reports;

Draft letters and communicate on the telephone and via e-mail;

Establish and maintain effective working relationships with those contacted in the course of operations; and

Understand and carry out oral and written directions.

Education, Experience, and Training:

Any combination of education, experience, and training that would likely provide the required knowledge and abilities is qualifying.

Required Education:

High School graduate or equivalent. Engineering coursework.

Experience:

None required.

Training:

None required.

License and Certification:

Possession of a valid California class C license

Preferred Education, Training, and Experience:

College level engineering coursework consistent with that of a student of junior standing.

TOOLS AND EQUIPMENT USED

Personal computer, mobile radio, telephone, cell phone, hand tools, motorized vehicles

PHYSICAL DEMANDS

The physical demands described here 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. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel in order to operate or manipulate objects. Use tools or controls and reach with hands and arms. The employee frequently is required to sit, stand, walk, and talk or hear. The employee is occasionally required to climb or balance, stoop, kneel, crouch, crawl, and use their sense of smell.

The employee must be able to lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

#### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Some work is performed in an office setting while other duties are performed in outside weather conditions, which may include extreme cold and wintry conditions or hot summer like conditions. The employee will occasionally work near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and or humid conditions, fumes, or airborne particles, toxic or caustic chemical, risk or electrical shock, and vibrations.

The noise level in the work environment is usually quiet in the office, and moderate to loud in the field.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.