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| City of St. Charles Position Description  | Position Title | Intern – Civil Engineering | | |
| | Department | Public Works | Division | Engineering |
| | | | Section | |
| | Full/Part Time | Part Time | Union | Non-Union |
| | Reports to | Assistant Director of Public Works - Engineering | Positions Supervised | None |
| FLSA Status | Summer/Seasonal Temporary | Salary Grade | O | |

Position Description Overview

This position, under the general supervision of the Assistant Director of Public Works - Engineering, is responsible for supporting the engineering office in the planning, designing, administration, and construction of capital improvement and maintenance projects. This position performs technical and non-technical tasks in the field as well as in the office.

Essential Job Functions

Standard

1. Take personal responsibility to provide exceptional customer service in order to promote and maintain a positive City image, constructive working environment, and foster pride and professionalism in the workplace and community.
2. Adhere to all departmental and City safety policies.
3. Consistent attendance and punctuality is required.

Position-Specific

1. Participate on survey crews performing topographic, cross section, or utility surveys and in locating property pins.
2. Perform manual traffic counts. Place and read twenty-four (24) hour traffic count equipment.
3. Prepare CAD drawings and exhibits of utilities showing locations and dimensions of water mains, hydrants, valves, storm and sanitary sewers, curbs, and other physical improvements.
4. Perform inspections of construction projects (sidewalk, driveways, etc.).
5. Keep records and utilize computers to execute calculations.
6. Aid in resolving resident concerns and requests for information.

Additional Job Functions

Standard

1. Contribute to a positive group environment by:
 - Complying with all safety policies, practices, and procedures, and reporting all unsafe activities to supervisor and/or Human Resources.

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| <ul style="list-style-type: none"> • Participating in proactive team efforts to achieve departmental and City-wide goals; • Assisting other co-workers on special projects as required; and • Providing leadership to others through example and by sharing knowledge and skills. <p>2. Perform other duties as required or assigned.</p> |
| <p><i>Position-Specific</i></p> <ol style="list-style-type: none"> 1. Prepare or assist in preparation of construction documents for capital improvement projects. 2. Participate in survey crew for construction staking of Public Works projects. 3. Assist in managing the storage, updating, revising, coding, categorizing, and preserving of engineering calculations, records, mylars, blueprints, etc. |

| Basic Requirements | |
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| For successful performance in this position, the incumbent will need to demonstrate the following: | |
| Knowledge | <p><i>Standard</i></p> <ol style="list-style-type: none"> 1. Proficient knowledge in personal computer skills, electronic mail, record keeping, database activity, and word processing. |
| | <p><i>Position-Specific</i></p> <ol style="list-style-type: none"> 1. Basic knowledge of survey techniques, instruments, and tools. 2. Basic knowledge of manual and CAD drafting methods and equipment. |
| Skills | <p><i>Standard</i></p> <ol style="list-style-type: none"> 1. Effective interpersonal communication skills for interaction with elected and appointed officials, employees, agencies, other governmental units, and the public. 2. Excellent file maintenance and organizational skills. |
| | <p><i>Position-Specific</i></p> <p>N/A</p> |
| Abilities | <p><i>Standard</i></p> <ol style="list-style-type: none"> 1. Demonstrated ability to handle confidential material and information in an ethical, professional manner. 2. Demonstrated ability to handle multiple tasks simultaneously, in a timely manner, and with minimal supervision. 3. Demonstrated ability to perform basic mathematical calculations, including the ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals, and to compute percentages. 4. Ability to function under general supervision and operate within policy |

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| | <p>guidelines using independent judgment in achieving assigned objectives.</p> <ol style="list-style-type: none"> 5. Ability and willingness to receive, handle, and complete confidential submissions, records, reports, and data with utmost honesty, integrity, and confidentiality. 6. Ability to collect, logically organize, and interpret information provided in verbal, written, and diagram form, and to make appropriate decisions or recommendations within the scope of position responsibilities. 7. Ability to speak and communicate clearly in an office environment. 8. Ability to speak effectively before groups of customers or employees. 9. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. 10. Ability to compose routine correspondence and reports in a clear, concise, logical, and effective manner, utilizing proper grammar, spelling, punctuation, sentence structure, and tone. 11. Ability to accurately proofread and edit documents for correct grammar, spelling, sentence structure, punctuation, tone, and content. 12. Possession of a valid driver's license. |
| | <p><i>Position-Specific</i></p> <ol style="list-style-type: none"> 1. Ability to interpret maps, records, and engineering drawings. 2. Ability to plot, trace, and prepare routine maps and engineering plans. |
| <p>Education & Experience</p> | <ol style="list-style-type: none"> 1. High school diploma or equivalent; Must be enrolled as full-time student for upcoming fall semester; 2. Experience with Intergraph MicroStation is desirable. 3. Any equivalent combination of experience and education that provides the required knowledge, skills, and abilities. |
| <p>Physical/ Environmental Demands</p> | <p><i>Standard</i></p> <p>Light physical activity performing non-strenuous daily activities of a productive/technical nature at moderate noise levels in a well-lighted, heated and/or air-conditioned indoor office setting with adequate ventilation, including:</p> <ol style="list-style-type: none"> 1. Physical ability to sit, stand, walk, climb, balance, stoop, kneel or crouch. 2. Physical ability to reach items with arms and hands and manual dexterity and fine motor skills sufficient to perform all essential and additional job functions and basic requirements listed above. 3. Physical ability to hear ordinary conversation, such as questions from residents, as well as other sounds, such as the telephone ringing, etc. 4. Ability to see close, at a distance, and with peripheral vision as well as to adjust vision focus. |

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| | <p><i>Position-Specific</i></p> <p>N/A</p> |
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Revised 2/23/2016

Position Description Acknowledgement

Position Title

Intern-Civil Engineering

Revised/Updated

2/23/16

I understand that nothing in this position description restricts this organization's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects the assignment of essential job functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time due to reasonable accommodation or other reasons.

I have reviewed this document and discussed its contents with my supervisor and I fully understand the nature and purpose of this position description and its related duties.

Employee

Date

Supervisor

Date

Human Resources

Date