

City of Stockton

ENGINEERING INTERN
(Part-time)

Established:	Unknown
Resolution:	Unknown
Spec Adopted:	3/21/06
Resolution:	CC06-0138
Amended:	11/18/12
CS Status:	Unclassified
Unit:	Not applicable
FLSA Status:	Non-exempt

DEFINITION

Under general supervision, performs basic field and office duties in support of development related construction management, civil or traffic engineering functions and activities; performs related work as assigned.

CLASS CHARACTERISTICS

Under close supervision, incumbents perform basic drafting, calculations, field measurements, maintain records, and prepare correspondence and simple reports to support inspection, construction management, design, plan checking, and traffic engineering activities.

PRINCIPAL DUTIES (Illustrative only)

- Maintains accurate records and files; may perform standard office support duties such as answering the telephone, preparing basic reports, and operating standard office equipment.
- Enters field notes into a personal or on-line computer or transfers to standard records and logs; makes basic engineering and/or statistical calculations.
- Takes field measurements and performs basic field inspection work on routine public works and municipal utility projects.
- Prepares correspondence for contractors, engineers, architects, and other governmental agencies.
- Prepares quantity take-offs and materials lists.
- Prepares project specifications, estimates, contract forms, and tables based on instruction from senior staff.
- Performs basic mapping and drafting assignments; posts information to existing drawings, duplicates drawings, checks plans, and maintains files of drawings and specifications.
- Makes basic vehicle and pedestrian counts and takes field measurements as assigned; may conduct parking surveys.

MINIMUM QUALIFICATIONS

Education/Experience:

Possession of a high school diploma or GED, with current enrollment in an accredited college or university with major coursework in engineering technology, construction management, civil engineering, or a closely related field.

Other Requirements:

- Must possess a valid California driver's license.
- Must be willing to work outdoors in all weather conditions.
- Must possess sufficient strength to lift and carry equipment weighing up to 50 pounds.

Knowledge of:

- Basic hand or computer-aided drafting;
- Mathematics, including algebra, geometry, and trigonometry;
- Standard office practices and procedures, including filing and the operation of office equipment;
- Basic data collection and analyses methods; and
- Correct English usage, including spelling, grammar, and punctuation.

Ability to:

- Perform basic drafting and mapping duties accurately and neatly;
- Make accurate mathematic calculations;
- Take accurate notes and measurements in the field and maintaining records;
- Understand and follow oral and written directions;
- Perform basic field work without close supervision;
- Establish and maintain effective relationships with those contacted in the course of the work; and
- Use standard word processing and spreadsheet type computer software.

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APPROVED:

Original signed by

TERESIA HAASE
DIRECTOR OF HUMAN RESOURCES

DATE: November 18, 2012