

Department: All Civil Divisions  
Classification: Labor (Pending Approval)  
Grade: 3

SPEC DISK C1  
DOCUMENT 15

### ENGINEERING INTERN

**DISTINGUISHING FEATURES OF THE CLASS:** Engineering Interns will be provided work assignments that are designed to provide a real world opportunity to work side-by-side with professional staff committed to providing quality municipal services. Work assignments are provided by the Department of Public Works Superintendent, the Deputy Superintendent, the Environmental Manager or Engineering Staff within the Department of Public Works. An incumbent in this class will generally be expected to perform research and special projects as necessary. The incumbent will perform all related duties as necessary. Candidates meeting the minimum qualifications will be appointed to serve on a temporary basis only.

#### **TYPICAL WORK ACTIVITIES:** (Illustrative only)

Performs research and special projects as assigned;  
Learns how to identify and utilize information pertinent to the assigned project;  
Prepare written and oral reports as necessary;  
Assist the professional staff with their duties;  
Performs routine clerical duties in support of research and special projects as necessary;  
May be required to attend committee meetings in order to learn committee function and structure;  
May be required to report on committee topics;  
Assists with collecting, processing and displaying of analytical highway & municipal data including GIS;  
Observes and reports on buildings and grounds maintenance or construction projects;  
Observes and reports on highway or municipal infrastructure projects and maintenance;  
Use a personal computer and a wide variety of hardware and software to accomplish the goals of the research or special project;  
Assists with Computer Aided Design (CAD), and related problems;  
Assists with field surveying;  
Assists professional staff with construction estimation and simple calculations.

#### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Working knowledge of office terminology, procedures, equipment and business English; working knowledge of personal computers and a variety of peripheral hardware and software; ability to understand and interpret and carry out oral instructions and written directions; ability to perform arithmetic computations; ability to write legibly; ability to perform close detail work; ability to develop effective working relationships and deal diplomatically with the public and with co-workers; ability to understand and follow simple oral and written directions; physical and mental condition commensurate with

the demands of the position.

**MINIMUM QUALIFICATIONS:**

(A) Currently enrolled in a regionally accredited college or university with concentrated studies in Engineering, Construction Management, Geographic Information Systems (GIS) or closely related field; or

(B) High School Graduate pursuing a degree in Engineering, Construction Management, Geographic Information Systems (GIS) or closely related field.

**SPECIAL REQUIREMENTS:**

Possession of a valid NYS Driver's License.

Created: 1/30/2019

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