



**INTERNSHIP – ENGINEERING  
JOB DESCRIPTION**

JOB TITLE: Intern Engineering	CLASSIFICATION: Technician	IMMEDIATE SUPERVISOR: Project Manager
PAY GRADE: 300 series	DEPT: Engineering	STATUS: FT <u>PT</u> EXEMPT <u>NON-EXEMPT</u> BARG UNIT <u>NON-BARG UNIT</u>

**JOB SUMMARY:** To assist the Engineering and GIS department with various project work.

**SUPERVISION EXERCISED:** None

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Work in and be familiar with Arcgis and Autocad.
- Field work duties working in or around traffic conditions and heavy equipment.
- Field Data collection related to the Village’s capital improvement program.
- Must be able to read, write, effectively communicate details and information.
- Must be detail oriented and be able to independently problem solve or seek solutions.
- Must be able to work with others in a respectful and professional manner
- Responds to the needs of staff and can prioritize projects as needed.
- Be able to review and respond to shop drawings.

**OTHER DUTIES:**

- May have to perform other duties as needed

**DESIRED MINIMUM QUALIFICATIONS:**

Education and Experience:

- Must be currently enrolled in a 4 year program in engineering, preferably civil.

Knowledge, Skills and Abilities:

- Basic understanding of local government
- Ability to establish and maintain effective working relationships with all employees of all levels.

**SPECIAL REQUIREMENTS:**

- Valid driver’s license, or ability to obtain one; No more than two (2) moving violations within the last 12 month period; No more than six (6) violation points on your license within the last 24 months.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to stand, walk, sit for longer periods of time, talk, hear, and use hands to manipulate, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee must

regularly lift and/or move up to 10 pounds, and occasionally lift and/or move up to 30 pounds of dead weight with knees extended and bending from the waist down. Employee must be able to drive a Village Vehicle. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and ability to adjust focus. In addition, the employee must be able to rotate the neck frequently, extend hands/arms overhead frequently, and turn fully from a fixed stance.

**TOOLS & EQUIPMENT USED:**

Telephone, voice mail, computers, scanning equipment, printers, calculators, copier, and other audio visual equipment (such as TV/DVD for example). Specific computer software such as Microsoft Office Suite, WORD, EXCEL, Access, Powerpoint, Internet Explorer, Laserfiche, AS400, and specialty programs for varying departments.

**ENVIRONMENTAL CONDITIONS:**

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.

While performing the duties of this job, the employee may work in outside weather conditions, and is occasionally exposed to hot, wet and/or humid outside conditions, cooler outside temperatures, toxic or caustic chemicals, such as cleaning chemicals, and uneven grounds such as grassy areas. The noise level in the work environment is generally quiet when in the office, but may be moderately noisy on busy days or when outside.

**SELECTION GUIDELINES:**

Formal application, evaluation of education, training and experience; oral interview, criminal background, and reference check; job related tests and credit check may be required. The Village of Royal Palm Beach is a Drug Free Workplace and an Equal Opportunity Employer.

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 employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.

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.

Created: 5/2022