

## **ENGINEER INTERN**

Engineering Division

*This job description is intended to present a descriptive list of the range of duties performed by employee(s) in this municipality and is not intended to reflect all duties performed within the job.*

The role of an Engineer Intern is designed to offer hands-on experience and training within the field of civil engineering. This position serves as a foundational step for individuals embarking on their professional journey. As an intern, you'll have the opportunity to apply theoretical knowledge to real-world projects under the guidance and mentorship of experienced engineers. Here are the key responsibilities and duties:

### **DEFINITION**

Under direction of the Assistant City Engineer, performs technical work for the Engineering Division relating to engineering design, plan review, construction observation, and stormwater management.

### **ESSENTIAL JOB FUNCTIONS**

- Assists in the design and analysis of civil engineering projects, including infrastructure, transportation, water resources, and environmental systems.
- Utilizes CAD software and engineering principles to contribute to project planning and design.
- Works with other divisions reviewing subdivision plans and building permits for engineering features.
- Assists in maintaining a stormwater management program.
- Participates in field surveys and data collection activities to gather information necessary for project planning and design.
- Makes field inspections to ensure proper quality and quantity of work.
- Ensures adherence to safety standards.
- Reviews on-site storm water pollution prevention plans to ensure compliance with federal and state regulations and makes appropriate recommendations.
- Prepares and reviews technical documents, reports, and presentations to ensure accuracy and compliance with project specifications and engineering standards.
- Assists in maintaining precise records regarding locations, inspections, observations, and other information critical to stormwater management in accordance with applicable laws; input data and maintain databases for programs managed; generate and prepare reports.
- Collaborate with project managers and senior engineers in scheduling, budgeting, and resource allocation to ensure project timelines and financial objectives are met.
- Assist with material testing and analysis to determine suitability for project applications and compliance with industry standards.
- Contribute to the development of safety plans and risk assessments for construction projects to ensure a safe working environment.

- Engage in community and stakeholder meetings to gather input, present project proposals, and address concerns related to engineering projects.
- Performs other duties as assigned.

**JOB STANDARDS/SKILLS**

- Must be on track to receive an associate or bachelor’s degree in the areas of Civil Engineering, Construction Engineering, or Construction Management; other related majors will be considered.
- Must have a valid Nebraska Operator’s license.
- Basic understanding of construction practices, various construction methods and procedures with regard to grading, streets, water, wastewater, and storm sewer systems and distribution.
- Knowledge of construction drawings, land descriptions, and project specifications,
- Knowledge of a variety of computer applications including Google Earth, Outlook, and Microsoft office 360.
- Knowledge of AutoCAD, AutoCAD Civil 3D, Bluebeam, and ArcGIS is recommended but not required.
- Ability to solve problems and work independently.
- Ability to communicate effectively verbally and in writing.

This job description provides a glimpse into the exciting world of civil engineering and the valuable contributions interns can make. If you’re passionate about shaping our built environment, this internship could be an excellent steppingstone for your career!

**JOB LOCATION**

309 N 5<sup>th</sup> Street  
Norfolk, NE 68701

**EQUIPMENT**

Personal computer and related software, printer, copy machine, fax, calculators, telephone; use of City vehicle.

**NON ESSENTIAL FUNCTIONS**

As assigned.

**PHYSICAL DEMANDS**

**KEY:**

- N = Never
- O = Occasionally
- F = Frequently
- A = Always

	<b>N</b>	<b>O</b>	<b>F</b>	<b>A</b>
LIFTING			X	
TRANSPORTING			X	
PUSHING			X	
PULLING			X	

CLIMBING			X	
BALANCING			X	
STOOPING			X	
KNEELING			X	
CROUCHING			X	
REACHING			X	
HANDLING			X	
FINGERING			X	
FEELING			X	
TALKING				X
HEARING				X
NEAR ACUITY				X
FAR ACUITY				X
DEPTH PERCEPTION				X
COLOR VISION			X	
FIELD OF VISION				X
TASTING/SMELLING		X		

**ENVIRONMENTAL CONDITIONS**

	<b>N</b>	<b>O</b>	<b>F</b>	<b>A</b>
EXPOSURE TO WEATHER			X	
EXTREME COLD		X		
EXTREME HEAT		X		
WET AND/OR HUMID			X	
NOISE INTENSITY LEVEL			X	
VIBRATION		X		
ATMOSPHERIC CONDITIONS			X	
MOVING MECHANICAL PARTS		X		
ELECTRIC SHOCK		X		
HIGH EXPOSED PLACES		X		
RADIATION		X		
EXPLOSIVES		X		
TOXIC/CAUSTIC CHEMICALS		X		
CRT EXPOSURE			X	

**POSITION:**

STANDING: 25%  
WALKING: 35%  
SITTING: 35%

**CONTROLS:**

HAND-ARM: 65%  
FOOT-LEG: 35%

**STRENGTH LEVEL:** 50lbs