

ENGINEERING INTERN - ENGINEERING DEPARTMENT (TEMPORARY POSITION)

\$15.00 (hourly)

CITY OF GALLATIN

PURPOSE OF POSITION:

The purpose of this position is to assist with professional work in the design, construction, inspection and maintenance of a variety of public facilities. Interns will work closely with Project Managers that may have more of an emphasis in one of three areas within the Engineering Department: (1) Stormwater, (2) Traffic/Transportation, (3) Existing Transportation Infrastructure/Capital Improvements, and (4) Development Services. Add Stormwater as one of the areas.

This position is not eligible for City benefits. Hours are 7:30 am - 4:00 pm. Employment period is from June 2024 – August 2024. 30-40 hours per week. Day Shift.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This position will be assisting Project Managers with the following tasks. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Assists in review of submittals for subdivisions, site plans, zoning changes, and related items for compliance with City ordinances, policies, and standard of design as they relate to engineering; Reviews engineering construction drawings and inspects construction for compliance.
2. Verifies accuracy of design calculations for stormwater and transportation infrastructure submitted by engineers for private development projects.
3. Assists in all aspects of Capital Improvement construction projects from concept through construction related to the City's bridges, roadway and traffic control system, resurfacing, and stormwater projects.
4. Prepares engineering construction drawings from field notes, sketches, record information, topographic maps, and design calculations pertaining to stormwater, streets, utilities, or other City owned infrastructure, and inspecting construction for compliance.
5. Calculates subdivision performance sureties, inspects construction, and reports estimates.
6. Evaluates and reports on proposed projects using accepted civil engineering design practices.
7. Communicates both broadly and specifically on Capital Improvement projects whatever information that should be shared to all those required.
8. Investigates and evaluates citizen complaints concerning stormwater, street, and/or traffic control device problems using accepted engineering design practices.
9. Prepares reports on recommended solutions and writes work orders for stormwater issues, street repair, traffic control devices, and/or street signs.
10. Assists the Street Division by making recommendations and inspections of construction associated with stormwater, traffic control, and other construction projects.
11. Reports on street infrastructure conditions annually and recommends rehabilitation methods.
12. Inspects bridges for safety and assesses the need for repairs.
13. Assists in programming, timing and communication corrections, and maintenance to traffic control devices.
14. Inspects right-of-way excavations, traffic signals, and any other traffic control device installations.
15. Collects data in the field, using basic surveying techniques for civil engineering project designs.
16. Prepares cost estimates, bid documents, and construction contracts.
17. Prepares and maintains engineering files and records.

18. Updates various schedules and reports.
19. Performs related tasks as required.

MINIMUM QUALIFICATIONS:

Currently enrolled in an accredited college or university.

KNOWLEDGE, SKILLS AND ABILITIES:

- General knowledge of civil engineering design methods and practices.
- General Knowledge of the techniques and methods of drafting.
- General Knowledge of the principles of mathematics relating to the civil engineering field.
- General knowledge of standard office procedures, practices and equipment.
- General knowledge of current office practices and procedures and knowledge of the operation of standard office equipment, including computer hardware and software.
- Ability to prepare and maintain accurate and concise records and reports.
- Ability to understand and effectively carry out verbal and written instructions.
- Ability to communicate effectively with other members of the staff, supervisor, and the public.
- Ability to communicate in both written and verbal form.
- Ability to define problems and deal with a variety of situations.
- Ability to maintain discretion regarding business-related files, reports and conversations, within the provision of open records law and other applicable State and Federal Statutes and Regulations.
- Organizational and time management skills needed to meet deadlines.
- Must have ability to work accurately with attention to detail.
- Ability to maintain confidentiality.
- Ability to work the allocated hours of the position.

PHYSICAL REQUIREMENTS:

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, balancing, stooping, reaching, standing, walking, fingering, grasping, and feeling; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.

WORK ENVIRONMENT:

Works in an office setting, in generally comfortable conditions. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.