

Job Description

Position Title:	Engineering Intern	Employment Status:	Full-time or Part-time, Non-Exempt
Supervisor Title:	Office Director and/or Discipline Director	Responsible for:	Beginning level work as assigned in their field of study
Date Created:	7/25/2018	Last Revised:	3/1/2019

Job Summary: Performs various technical engineering project assignments to acquire relevant work experience.

Essential Functions:

1. Supports Engineering and Construction Services with the design and development of engineering projects which includes the ability to perform engineering calculations, CAD work, field work, including traveling to job sites and administrative tasks.

Competencies:

1. Knowledge and ability with Microsoft Office Suite and GroupWise.
2. Exercise strong organizational skills and good judgment in prioritizing work while maintaining productivity and meeting deadlines.
3. Excellent verbal and written communication skills.
4. Knowledge of general office procedures.
5. Ability to work with a range of individuals in a professional and cooperative environment including working with Client Principals, Office Directors, Project Managers, Engineers, and other office personnel.
6. Ability to balance demands from multiple directions while maintaining productivity and attention to detail.

Required Education and Experience: High School diploma, or equivalent, plus 1-2 years of education from an accredited curriculum from a four-year college in an engineering curriculum.

Physical Demands: 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.

While performing the duties of this job, the employee is frequently required to sit, talk and hear. Sitting frequently, six out of eight hours per day and the sitting position can be static for up to one-half hour at a time.

The employee is occasionally required to stand and walk; use hands, wrists and fingers to operate, handle, or feel objects; reach with hands and arms; bend, stoop, kneel, or crouch; and can climb stairs.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

This position requires occasional travel. A valid driver's license is required along with personal transportation.

Work Environment: 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.

The noise level in the work environment is usually moderate.

When visiting job sites, exposure to uneven terrain, loud noises, machinery, dust, dirt and smoke may occur. Protective safety clothing/gear (including appropriate clothing, shoes, gloves, hardhat, safety glasses, ear protection) are required.

General Disclaimer: 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.