

VILLAGE OF CALEDONIA

Engineering Intern

BASIC FUNCTION

Under the general direction of the Public Works Director, performs miscellaneous field work, construction-related inspection tasks, field construction verification, surveying, data entry, permit reviews and clerical assignments as required. This is a limited term, full-time position that will run from late May through late August.

ESSENTIAL JOB FUNCTIONS.

- Perform basic surveying using auto level and/or GPS equipment to obtain location and elevation information.
- Assists in gathering information and data by field and office research.
- Provide construction inspection for grading, paving and concrete placement (curb & gutter, sidewalk and driveway aprons).
- Survey and layout for several Village permits.
- Perform for calculations or work on storm water or grading plan reviews and projects.
- Create and review information for several Village permits.
- Manage and maintain Village of Caledonia Engineering Department Records.
- Assist with Request For Proposals, grant and report writing for various projects.
- Provide backup coverage for Engineering Technicians.
- Help with parks and cemetery projects as needed.
- Duties can be indoors or outdoors depending on the project. May need to work in extreme weather conditions.
- Establishes and maintains effective working relationships with fellow employees, supervisors, contractors and the public.
- Safely and lawfully operate a motor vehicle in all Wisconsin weather conditions, under exigent circumstances, and with due regard for the public, coworkers, and Village property interests.
- Other duties as assigned by the Public Works Director.

SUPERVISION RECEIVED

- Receives daily direction, priority directives and policy directions from the Public Works Director.

QUALIFICATIONS:

- Experience in surveying and with the technology and tools of civil engineering, including related computer technology (AutoCAD Civil 3D, Total Station, ArcGIS).

- Knowledge in mathematics, trigonometry, methods, practices, techniques, equipment and instruments as they pertain to general engineering drafting formulas.
- Knowledge of standards, specifications, methods and modern principles and practices of civil engineering.
- Must be enrolled in a Civil Engineering or related major from an accredited College or University.
- Knowledge of design, construction and maintenance of capital improvement projects preferred.
- Municipal engineering experience preferred.
- Excellent oral and written communication skills.
- Possess and maintain a valid driver's license
- The Village of Caledonia may conduct a background investigation of a candidate for employment and periodically during the employee's employment. An applicant or employee is required to cooperate with the Village's background investigation.

PHYSICAL ABILITIES AND CHARACTERISTICS:

Must possess and maintain a level of fitness that allows the employee to climb stairs and ladders; lift moderate weighted objects (50 to 70 pounds); walk moderate distances around construction sites and on uneven ground surfaces, including ditches and swales, as well as bend, stoop and twist, as necessary. Ability to work in all forms of outdoors-environmental conditions and/or adverse weather occasions. A Village vehicle is provided for field/site visits and survey.

SELECTION GUIDELINES:

This job description has been prepared to assist in properly evaluating various classes of responsibilities, skills, working conditions, etc., present in the classification. It is intended to indicate the kinds of tasks and characteristic levels of work difficulty that will be required of positions that will be given this title. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit, or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression of illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty. This 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.**

2.20.2020