

Engineering Intern

Position Level: Temporary, Full-time

Reports to: Engineering Technician

Position Summary

The Engineering Intern will provide support to the City of West Lafayette's Engineering department, will be involved in various projects, and will assist in obtaining and reviewing information for processing drawings, product data, and samples. This position will assist the Engineering department with back-up administrative duties, such as answering phones and handling walk-in traffic. Incumbents will be expected to work a full-time schedule during the school break months (summer, fall, or winter); availability of a part-time schedule during the school year will be determined by the City Engineer.

Essential Job Functions (include but are not limited to)

- Records traffic observations and provides analyses to Engineering team members.
- Performs various stormwater management tasks.
- Assists with construction inspections and small surveying projects with members of the department.
- Provides administrative support for the department, enters data into various software programs, and prepares drafts and spreadsheets.
- Performs other duties as assigned.

Education/Skills/Experience

- A minimum of a high school diploma or equivalent. Coursework in Civil Engineering with surveying experience/knowledge is preferred.
- An ability to read blueprints is highly desired.
- Strong computer skills with an emphasis on Microsoft Office and computer aided drafting programs (e.g. AutoCAD, GIS, Civil 3D).
- Experience manipulating data using spreadsheets, as well as summarizing research in reports and presentations.
- Self-motivated, proactive, flexible, and careful attention to detail.
- Ability to communicate effectively, both verbally and in writing.

Safety Requirements

- Report any unsafe task or operation immediately to management prior to continuing task.
- Immediately report incidents involving injury, illness, safety hazard, or property damage.
- Comply with all company and customer OSHA, safety policies, procedures, rules, and best practices.
- Participate in safety meetings and training.
- Be constantly aware of personal safety and that of co-workers.
- Ability to use and operate common equipment to complete work duties safely and effectively.

Work Schedule

The ideal candidate will be available on a full-time basis through the summer, fall, or winter semester break months. Availability of part-time work hours during the school year will be determined by the City Engineer. This position is based on a standard workweek, Monday-Friday 8:00AM - 4:30PM; however, it is occasionally required to attend meetings and work sessions outside of normal business hours. These instances may include client meetings,

public board meetings, or team collaborations that fall outside the typical schedule. Flexibility in these situations is necessary as it contributes to our commitment to our constituent's satisfaction and project success.

Working Environment

Primarily works in an office environment with occasional field work required. Casual and professional dress is required for the office and meetings. Noise levels are usually low in the office setting, but moderate while working during events. While performing some duties of this job, the employee is frequently exposed to fumes or airborne particles, moving mechanical parts, and vibration. The employee is occasionally exposed to a variety of extreme conditions at construction job sites.

Physical Requirements

While executing the responsibilities of this position, effective communication skills involving talking and hearing are regularly utilized. The incumbent will be required to perform job duties while sitting or standing, with proficiency in fine motor skills to complete tasks such as typing or writing. The role may involve lifting or moving items up to ten (10) pounds. Reasonable accommodation will be provided to facilitate the comfort and participation of all applicants, irrespective of their physical challenges.

Direct Reports

This position does not have direct reports.

Certificates/Licenses

Possess a valid driver's license.