

South Jordan City

Job Description

Title: Engineering Intern
Org Code: 100410
Pay Grade: S-7

Effective Date: 2/25/16
FLSA: Non-Exempt
Workers Comp: Municipal

This is an “at-will” position. The employee or the City may end the employment relationship at any time, with or without cause or explanation.

GENERAL PURPOSE

Perform entry-level engineering work with projects as assigned.

SUPERVISOR

Assistant City Engineer

POSITION(S) SUPERVISED

None

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee’s manager.

Job attendance is required, except for authorized leave.

Draft and check drawings, review and prepare minor designs.

Assist with field inspections and may perform design work on projects under the direct supervision of a professional engineer.

Assist with bidding procedure, including reviewing bid documents, meeting with various personnel and assisting with the assembling of documents.

Perform and prepare traffic studies, analyzes, warrant studies, and reports with the aid of traffic counter equipment as directed by supervisor.

Perform other duties and assignments relating to City traffic and transportation.

Perform standard calculations and related design work.

Write minor technical specifications.

Assist with the enforcement of City codes, ordinances, and standards.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:
 - A. Current enrollment with a regionally accredited college or university with major course work in civil engineering or other closely related field.

2. Special Qualifications:

Valid Utah Class D Drivers License

3. Knowledge, Skills and Abilities:

Ability to work and relate well with subordinates, supervisors, co-workers and the general public under varying circumstances.

Ability to utilize computers in engineering applications, present reports in written and oral form, and communicate effectively with co-workers, public and contractors.

4. Working Conditions:

Tasks require a variety of physical activities not generally involving muscular strain. Physical demands may occur in activities related to walking, standing, stooping, sitting, reaching, etc. Talking, hearing and seeing required in the daily performance of job duties. Mental application utilizes memory for details, emotional stability and critical thinking and creative problem solving. Periodic travel required in course of performing portions of job functions.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	Intern Paid	EEO-4 Class:	Technician
Location:	Engineering	EEOP Class:	Technician
Group/BU:	Part Time General Pay Plan	Tech-Net Match:	245