

City of Napoleon

ENGINEERING INTERN

DEPARTMENT: Engineering
REPORTS TO: Director of Public Works
FLSA STATUS: Hourly (Non-Exempt)
CIVIL SERVICE: Un-Classified (Non-Competitive)
UNION: Non-Bargaining
APPROVED BY: Monica Irelan, City Manager
APPROVAL DATE: October 26, 2016

SUMMARY

Applicant must be a college student studying Engineering in an ABET accredited program working toward a Bachelor's of Science degree, preferably in Civil Engineering. The successful candidate will be utilized for various tasks, including but not limited to: construction inspection, surveying, drafting, office work, and any other tasks assigned by Engineering Department staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned as required.

- Construction inspection
- Surveying
- Drafting
- Office work
- Any other tasks assigned by Engineering Department staff

QUALIFICATIONS

- Must be well organized.
- Must be able to keep accurate records.
- Ability to understand and follow directions from coworkers and supervisors.
- Ability to establish and maintain effective working relationships with co-workers and the general public.
- Must have good attitude.
- Must be able to make simple mathematical calculations.

EDUCATION AND/ OR EXPERIENCE

- High school diploma or equivalent.
- College student studying Engineering in an ABET accredited program working toward a Bachelor's of Science degree, preferably in Civil Engineering.

LANGUAGE SKILLS

- Must be able to communicate in English effectively both verbally and in writing.

REASONING ABILITY

- Must be able to understand and carry out complex oral and written directions.

- Must demonstrate character traits that would not be detrimental to the successful performance of the position.

CERTIFICATES, LICENSES, REGISTRATIONS

- Must possess and maintain a valid Ohio Driver's License.

PHYSICAL DEMANDS

- Must be able to lift up to 20 lbs.

WORK ENVIRONMENT

This job is performed on and off-site City limits.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with or without reasonable accommodation and possess or have the qualifications listed. The requirements listed are representative of the knowledge, skill, and/or physical ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.