



245 East Bonita Avenue  
San Dimas, CA 91773-3002

## ***ENGINEERING INTERN***

### **Job Summary**

Under general supervision, performs professional civil engineering work in the design, construction and maintenance of public works projects; and performs related duties as required.

### **Representative Duties**

- Under direction, prepares and assists in the preparation of preliminary and final plans and specifications for City construction projects, including street projects, traffic signals, street lighting system, and sewer facilities.
- Receives, investigates and prepares recommendations concerning traffic related complaints and problems.
- Provides engineering information and assistance at the public counter.
- Inspects construction and work in progress to insure the contractor's adherence to specifications and contractual terms.
- Computes and assembles data.
- Prepares reports on a variety of engineering subjects.

### **Organizational Relationship**

The Engineering Intern is a part time hourly position. This class receives assignments from and reports to the Department Head or assigned engineer.

### **Desirable Qualifications**

Knowledge of:

- Civil engineering principles applicable to municipal public works design and construction.
- Topographic and construction surveying.
- Drafting methods and equipment.

Ability to:

- Prepare accurate plans, specifications, cost estimates and engineering reports.
- Perform basic civil engineering functions.

- Make accurate engineering computations and drawings.
- Establish and maintain effective working relationship with those contacted in the course of work.

### **Experience and Education**

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities. A typical way in which to obtain the knowledge and abilities would be:

Experience: This is an entry-level position. No prior experience is required.

Education: Currently enrolled in an accredited college or university with major course work in civil engineering.

### **License**

Possession of a driver's license from the California State Department of Motor Vehicles is required without restrictions

Upon graduation, eligible for an Engineer-in-training certificate issued by the State of California Board of Engineering Registration.