



Engineering Intern

Class Code:
12004

Bargaining Unit: None

CITY OF RAMSEY
Established Date: Jan 25, 2018
Revision Date: Feb 21, 2019

Job Description

SALARY RANGE

\$12.00 - \$14.00 Hourly

PRIMARY OBJECTIVE OF POSITION:

The City of Ramsey is seeking Engineering Intern(s) to provide assistance to our Engineering staff for summer construction projects. The position will facilitate and/or coordinate multiple ongoing City functions, projects, and events within the Engineering Division.

This is a temporary internship working 40 hours per week, Monday - Friday / 7:00 a.m. to 3:30 p.m., beginning in late April to early May and running through approximately mid-September, depending on availability and workload. Work hours may vary depending on assigned projects if the candidate is still attending school.

MINIMUM QUALIFICATIONS:

- Must be at least 18 years of age
- Must have a valid unrestricted MN Driver's License with a good driving record
- Must be a current student pursuing a Civil Engineering, Engineering Technology or related field degree; or recent graduate looking to gain experience
- Must have intermediate Microsoft Office knowledge and skills
- Must have excellent written and verbal communication skills
- Must be able to work independently with minimal supervision

Desired Qualifications include:

- Experience with AutoCAD or GIS software

- Previous experience working at a municipality or county office
- Previous experience in construction observation
- Previous experience with survey work; including field topography and construction staking
- Attention to detail; ability to accurately collect data, maintain records, and report information

RESPONSIBILITIES:

- Construction observation of streets, storm sewer and underground utilities
- Survey work; including field topography and construction staking
- GPS documentation of miscellaneous infrastructure
- Topsoil inspections
- Record keeping and mapping
- Preparation of various written documents and reports; including engineering calculations, resident correspondence, and contractor correspondence related to project administration
- Plan review for both public and private infrastructure improvements
- Miscellaneous engineering duties as assigned
- Assist in a variety of entry-level civil engineering work related to survey, design, construction & maintenance of the City's infrastructure

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to establish effective working relationships with City staff, elected officials and the general public
- Knowledge of English - spelling, grammar, punctuation and vocabulary
- Ability to use computers including Microsoft Word and Excel
- Ability to communicate effectively both orally and in writing
- Ability to maintain clear, accurate records of activities
- Ability to work with minimal supervision

JOB ACTIVITY REQUIREMENTS:

The following are the physical activities that are associated with this position:

- Standing
- Walking
- Lifting
- Pushing/Pulling

- Carrying
- Kneeling
- Crouching
- Bending at waist
- Reaching
- Handling Objects
- Use of Arm Muscles over Extended Periods
- Use of Leg Muscles over Extended Periods

This job requires employees to be able to lift and carry up to 50 pounds without assistance.

The following are the working conditions of this position:

- Working Outdoors
- Working Indoors
- Operating motor vehicles
- Working with chemicals
- Working near fumes and vapors
- Driving a City vehicle or personal vehicle