



City of Huron Job Description

JOB TITLE: Engineering Intern
DEPARTMENT: Engineering
ACCOUNTABLE TO: City Engineer / Assistant City Engineer / Engineer Technicians

PRIMARY OBJECTIVE OF POSITION: Under direct supervision, interns may assist engineering staff with field survey work, project inspection, data collection and verification, design and plan preparation, computer-aided drafting, and other engineering related activities for City projects. Work requires individual judgment within professional guidelines and standards.

ESSENTIAL JOB FUNCTIONS: Physical demands include sitting, standing, walking, bending, stooping, kneeling, crouching, and lifting up to 50#'s (greater with assistance). Work is primarily performed in outside weather conditions of heat, dampness, cold, dust, and moderate noise levels. Must possess a valid South Dakota Driver's license.

MAJOR AREAS OF ACCOUNTABILITY AND PERFORMANCE:

- Assist Engineering Department staff with any work in the department. Participate in all aspects of field survey work including driving survey stakes, running a survey level and rod, and using GPS equipment to locate utilities and gather information for GIS, topographic survey, construction survey, and locating property corners.
- Assist Engineering Department staff in a variety of engineering related activities performed in support of design, construction, or maintenance of City construction projects ranging from grading, concrete paving, asphalt surfacing, building construction, and water/wastewater utility installation.
- Follow instructions provided by the engineering department crew leader.
- Perform work in a manner consistent with safe practices and policies.
- Perform other such duties and functions as deemed necessary and assigned by supervisor.

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS: None.

EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS: Applicant must be a full-time engineering or construction management student at a college or university. Preference will be given to those with sophomore standing or above by the end of the upcoming spring semester, or who are currently enrolled at a technical institute and have completed one year (nine months) by the start of the internship.

EXAMPLES OF PERFORMANCE CRITERIA AND EXPECTATIONS:

- Assist Department in all aspects of field survey work.
- Ability to work safely and use proper safety equipment.
- Performs such other work as may be directed and assigned. Management reserves the right to assign or reassign duties and responsibilities to this job at any time.
- Full-time, summer seasonal employment working 40 hours per week.