

ST. CLAIR COUNTY ROAD COMMISSION ENGINEERING SUMMER INTERN JOB DESCRIPTION

GENERAL PURPOSE:

The Engineering/Surveying Intern is a developmental position that provides assistance to the survey crew chief and design staff by conducting field activities under direct supervision. In this role, the employee will be expected to develop and demonstrate proficiency and competency within their assigned job responsibilities.

SUPERVISION RECEIVED:

Works under the close supervision of the Survey Crew Chief and the Director of Engineering.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Maintain equipment by cleaning, completing preventative maintenance, and performing calibrations.
- Maintain safe work environment.
- Assist survey crew by assembling and setting up necessary equipment at project sites.
- Perform survey activities such as leveling, traversing, topographic mapping, construction layout, boundary surveys, profile, and cross section surveys.
- Perform physical tasks such as line clearing, pounding stakes, and locating critical underground objects.
- Record field notes legibly and accurately.
- Communicate effectively with crew members and other survey staff using surveying terminology.
- Collect data related to condition of culverts and traffic patterns.
- Assist permit department to determine appropriate driveway requirements.
- Performs all duties in conformance to appropriate safety and security standards.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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DESIRED MINIMUM QUALIFICATIONS:

- High school graduate
- Knowledge of construction procedures.
- Knowledge of required safety procedures and practices.
- Workload management skills.
- Strong written and verbal communication skills.
- Demonstrate initiative and resourcefulness.
- Ability to perform heavy manual tasks under varying weather conditions.
- Must be able to pass Road Commission drug test and physical examination.
- Must have a valid state operator's license and a good driving record.

PHYSICAL DEMANDS

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls, sit, reach with hands and arms, talk and hear, climb, balance, and smell. The employee frequently is required to stand, or walk. The employee is occasionally required to stoop, kneel, crouch, and crawl.

The employee is regularly required to lift and/or move up to 50 pounds and frequently lift and/or move up to 100 pounds and occasionally required to lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, the ability to adjust focus and vision in inclement weather.