

PUBLIC WORKS INTERN

DESCRIPTION OF WORK

Under the direction of the City Engineer, intern will participate in an eight week program rotating through the City of Delta's utilities and public works departments.

DUTIES-EXAMPLES OF WORK

ESSENTIAL DUTIES ARE: Primary job focus will be on the completion of a field survey of the City's road network. Student employees will assist in the field survey, documentation and program development of roadway sections. Other projects include water meter inventory, trash can inventory, traffic counts, sewer condition analysis, backflow preventer mapping and research of City land data. Work involves a large quantity of field work as well as research and data analysis with computer software.

QUALIFICATIONS

Perform field inspections and surveys for roads, water meters, trash cans, traffic, etc.
GPS surveying and flagging.
Make maps or plans with field tablets, AutoCAD & GIS.
Data entry and analysis, word processing and scanning.
Knowledge of basic computer software including Microsoft Office.
Operating hand tools for painting, digging and carrying equipment over uneven terrain.
Ability to talk and hear in person, telephone and two-way radio; use facsimile; see and read instructions and computer screens; prepare reports.
Ability to perform moderate physical work and to lift and carry up to 50 pounds.
Ability to stand, walk, sit, climb, bend, kneel, ride, grasp, pick, and perform similar body movements.
Possess hand/eye/foot coordination adequate to perform computer work, general office work and drive an automobile.

EXPERIENCE AND TRAINING

Any combination of training and experience equivalent to graduation of high school.
Pending or current enrollment in an accredited program related to public works: Civil Engineering, Environmental Engineering, Surveying, GIS, Construction Management, etc.
Previous AutoCAD or GIS software experience and surveying experience a plus.

SPECIAL REQUIREMENTS

Must possess a valid Driver's License. Minimum age 17. Will be required to successfully pass a pre-employment drug test and background check.

The job description does not constitute an employment agreement between the employer, and is subject to change as the needs of the employer and requirements of the job change.