



City of Laguna Niguel Job Description

ENGINEERING INTERN

Maintenance, Clerical, and Technical Unit
FLSA: Non-exempt

DEFINITION

Under supervision, perform a variety of duties in support of the Public Works and Engineering functions.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from Civil Engineering Technician.

EXAMPLES OF IMPORTANT DUTIES AND RESPONSIBILITIES

Important responsibilities and duties may include, but are not limited to, the following:

- ◆ Assist Staff with research, projects and reports
- ◆ Provide verbal and/or written information in response to inquiries and requests from the public
- ◆ Create and edit maps from the City's GIS layers and databases
- ◆ Perform minor as-built drafting assignments
- ◆ Conduct routine traffic and engineering surveys
- ◆ Prepare visual aids such as slide presentations, photo renderings, charts and graphs
- ◆ Scan records for Document Imaging Management System
- ◆ Perform related duties as assigned

QUALIFICATIONS

Knowledge of:

- ◆ Geographic Information Systems (GIS) concepts
- ◆ Basic engineering principles and research practices
- ◆ Entry-level Civil Engineering drafting
- ◆ Preparing visual aids with Microsoft Office, ArcGIS, AutoCAD and Photoshop software packages
- ◆ Safe work practices

Ability to:

- ◆ Effectively communicate verbally and in writing
- ◆ Interpret municipal procedures, codes and regulations
- ◆ Operate a motor vehicle
- ◆ Work independently and problem solver
- ◆ Establish and maintain cooperative working relationships with staff
- ◆ Organize various office files and plans

Experience and Training:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

At a minimum, the ideal candidate should be a student from an accredited college/university majoring in Civil Engineering or a closely related field. Good technical background and computer proficiency are essential.

Licenses:

Possession of a valid California Driver's License and an acceptable driving record.

PHYSICAL DEMANDS

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

Work is performed mostly in office settings. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. While performing the duties of this job, the employee is occasionally required to stand and walk; use hands to finger, handle, feel, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb, balance, stoop, kneel, crouch, crawl; talk, and hear.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing 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 occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions or airborne particles.

The noise level in the work environment is usually moderate.