

TOWN OF INDIAN TRAIL

JOB TITLE: Engineering Student Intern SALARY RANGE: \$10.00-13.00/hour (DOQ)
REPORTS TO: Town Engineer GRADE: Part-Time Position - 20 hours/week
DEPARTMENT: Planning

THE POSITION

The Intern will work under the direction of the Town Engineer and Planning Director. Candidates must be working towards a Bachelor's Degree in Civil Engineering or other related engineering field with at least two years of study completed. On the job training will be provided. No prior work experience is required.

KNOWLEDGE, SKILLS, AND ABILITIES

Candidates must exhibit the ability to:

- Effectively manage various types of tasks simultaneously
- Research engineering issues and analyze data
- Exhibit attention to detail in all manners, particularly in construction plans
- Present data effectively orally and in writing
- Develop professional working relationships with Town staff and employees, government agencies, contractors, and the public
- Have basic knowledge of materials, hydrology, and surveying
- Effectively use various computer applications to include Microsoft Word, Excel, Publisher, Outlook, Power Point, GIS, and AutoCAD

DUTIES AND RESPONSIBILITIES

- Perform site inspections of construction activities
- Participate in a variety of activities including feasibility, materials, research, design, concept and scoping, environmental, safety, specifications, schedules, revisions in the process of designing and developing engineering projects.
- Prepare engineering and design documents using computer assisted engineering and design software and equipment.
- Take engineering measurements.
- Prepare or revise standard drawings; makes necessary calculations and final details to be used by engineers and consultants.

PHYSICAL DEMANDS

Work involves walking, talking, hearing, using hands to feel, handle or operate objects, tools or controls and to reach with hands and arms. Vision abilities required by this job include close vision and the ability to adjust focus. The employee may be required to push, pull, lift and/or carry 25 pounds. Ability to drive, walk, and stand in and around construction sites through all types of weather and communicate in high noise levels is required.

WORK ENVIRONMENT

The office environment is indoors with a moderately quiet noise level. The employee must be able to attend meetings at various sites within the Town and to inspect various

work, building, or construction sites. These outdoor sites may include an environment with noise and dust, and may require traversing difficult terrain.

NOTICE

The above job description does not include all essential and nonessential duties of this job. All prospective employees with disabilities are encouraged to contact the Town of Indian Trail to review and discuss the essential and nonessential functions of the job. Job descriptions are not intended, nor should they be construed to be, an exhaustive list of all responsibilities, tasks, skills, efforts, or requirements associated with a job.

Applicants are considered for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

TO APPLY

The position is available until filled. Contact the Town of Indian Trail Planning Department at 704-821-5401 for an application or more information. To download an application, go to <http://www.indiantrail.org/human-resources.htm>. To apply for this position, submit your application **and** resume to the Town Engineer at PO Box 2430, Indian Trail, NC 28079; deliver in person to the Planning Department at 100 Navajo Trail, Indian Trail, NC; or fax to 704-821-9045, Attention: Town Engineer.