

LYON COUNTY, MINNESOTA POSITION DESCRIPTION

Position Title: Engineering Intern

Department: Public Works

Date:

Reports To: Sr. Engineering Tech

PURPOSE OF POSITION: To assist the Engineering Division of the Public Works Department with engineering, project development, planning, inspections, public requests and other division functions.

ESSENTIAL FUNCTIONS: The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Working with engineering staff for road and bridge surveying, construction inspection and testing. Sample and perform compliance testing on construction materials. Inspection and data entry for the county's pavement management system.

Performs other related duties as required.

MINIMUM QUALIFICATIONS:

High School diploma or GED.

Current enrollment in a college or technical school pursuing a degree in Civil Engineering, Civil Engineering Tech, or related field.

Must possess a valid driver's license.

Schedule allowing for occasional overtime as needed.

Physical Requirements:

Must be physically able to operate a variety of machines and equipment including calculator, computer, automobile, pickup truck, telephone, fueling system, radio system, copiers, pressure washer, facsimile machine, GPS equipment, various tools, and able to lift 30 lbs samples for field testing of construction material. Must be physically capable of stooping, kneeling, crouching, crawling, climbing, and balancing for the purpose of performing inspection of culverts, bridges, road ditches, etc. Physical demand requirements are at levels of those for medium active work.

Numerical Aptitude:

Requires the ability to utilize mathematical formulas; add and subtract; multiply and divide totals; determine percentages; determine time and weight; perform calculations involving variables, formulas, square roots, and polynomials; perform statistical calculations; and interpret same as may be appropriate.

Language Ability:

Requires the ability to read a variety of professional, technical and administrative documentation, directions, instructions, methods and procedures.

Interpersonal Communication: Requires the ability to communicate with people to convey or exchange professional information.

Environmental Adaptability:

Work is normally performed in both an office environment and outside. Related occupational hazards include heat, cold, odors, smoke, wetness, dusts, toxic agents, noise, electrical currents, and machinery.

Accountabilities Shared By All Employees

1. Performs job responsibilities in a manner consistent with the County's vision, mission and values.
2. Develops and maintains a thorough working knowledge of all department and County-wide policies, protocols and procedures that apply to the performance of this position.
3. Develops respectful and cooperative working relationships with co-workers.
4. Informs immediate supervisor of all important matters pertaining to assigned job responsibilities.
5. Seeks opportunities for further personal growth and development.
6. Represents the County in a professional manner to all internal and external contacts when doing the County's business.
7. Complies with all rules and policies in order to maintain a safe work environment.

Employee's Signature

Supervisor's Signature

Date

Date

Lyon County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.