

**RANCHO CALIFORNIA WATER DISTRICT
POSITION DESCRIPTION**

DATE: July 1, 2019

POSITION TITLE: **STUDENT INTERN – ENGINEERING**

GRADE LEVEL: AA

SUPERVISOR TITLE: Engineering Manager – CIP & Development

FLSA STATUS: [] Exempt [X] Non-Exempt






DEFINITION









Under immediate supervision, the position will assist on a variety of projects and programs in support of the Engineering Division

CLASS CHARACTERISTICS

This is a temporary entry-level position for a college student intern to work no more than 900 hours per fiscal year, or no more than 29 hours in a 7-day period. Positions assigned to this level perform limited or routine engineering duties under close supervision and assist in a variety of engineering projects. Because employees in classifications at this level may be in a training capacity, such position does not require significant previous work experience in the applicable field





EXAMPLE OF DUTIES (Duties may include, but are not limited to, the following):

-  Operate a computer including word processing, spreadsheet, and database programs
-  Project a professional image
-  Assist in processing applications and agreements for new services, new or relocated facilities, plan check and inspection submittals, and related duties pertaining to potable water, recycled water, and sewer service
-  Assist in researching and preparing written correspondence related to technical engineering requests, including: fire flow information, fire hydrant locations, availability letters for water, sewer, and recycled water, first and final permit clearance, shutdown notifications, mapping, and other related information.
-  Read and interpret engineering drawings/plans









-  Prepare computer-generated graphics, maps, and exhibits using Geographic Information Systems (GIS)
-  Gather technical data from various sources (e.g. service records, sewer video database, record drawings, field visits, manufacturer websites, technical publications, and public record databases) related to research requests and evaluation
-  Provide technical assistance to other departments
-  Review and process District record drawings and related engineering documents
-  Participate in a wide range of technical engineering duties and processes
-  Process telephone calls, taking messages when necessary, securing proper names, telephone numbers, and extensions; provides answers to general questions from the public/employees
-  Participate in a wide range of technical engineering duties and processes
-  Perform other duties as assigned



QUALIFICATIONS

Knowledge of:

-  Standard office equipment operation
-  Proper English, grammar, and punctuation
-  Microsoft Office products including Word and Excel
-  The ideal candidate might also have familiarity with any of the following software packages: Adobe, ESRI Geographic Information System (GIS) and/or Auto CAD

Ability to:

-  Work in a highly confidential environment, respecting the privacy of employee/District sensitive information
-  Operate personal computer and use programs including word processing, graphics and spreadsheets
-  Present professional image and communicate effectively with others, including the public; communicate effectively, both orally and in writing
-  Work in a high energy environment and be ready to take-on responsibility in a variety of roles
-  Organize and work on simultaneous assignments with attention to schedules and deadlines
-  Establish and maintain effective working relationships with others
-  Comply with the District's Safety, Health and Environmental policies
-  Perform detailed work thoroughly, neatly, and accurately

-  Utilize a personal computer for conducting job-related functions.
-  Read and interpret engineering drawings/plans






SELECTION GUIDELINES

The appropriate knowledge, skills and abilities can be achieved through a variety of combinations of experience and training. A typical example is:

Experience:	None Required
Education / Training:	Full-time or part-time student at an accredited college, studying in the area of Civil Engineering (or related engineering field). Must possess the ability to read and write at a level required of assigned duties
License and Certificates	California Class C Driver's License Engineer-In-Training (EIT), desirable but not required

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

The essential functions of this position may require the employee to perform the following physical activities:

-  Communicate orally with District management, co-workers and the public in face-to-face, one-on-one and group settings
-  Regularly uses a telephone for communication
-  Uses office equipment such as a PC, copier and FAX machine
-  Normal standing, walking, sitting, reaching, stooping, climbing and bending
-  Lifting (up to 20 lb.) of materials

_____	_____
Student Intern Signature	Date
_____	_____
Supervisor/Manager Signature	Date