



POSITION DESCRIPTION

Position Title: Public Works Intern

Reports to: Project Engineer

FLSA Status: Non-exempt

Status: Seasonal, Part-Time

Grade: 0

Statement of Duties

Position performs administrative and engineering inspection functions for the Public Works Department. The work involves site visits, documentation, data entry and other work in support of the Village’s engineering and Public Works needs.

Supervision

Employee works under the general direction of the Director of Public Works Director/Village Engineer and the specific instruction and immediate supervision provided by the Project Engineer. Employee works under direct supervision, where clear, detailed and specific instructions govern the work or are explained with each assignment. The employee works as instructed and consults with the supervisor as needed on all matters not specifically covered in the guidelines or instructions. The supervisor maintains control by reviewing the work in progress or upon completion.

The work consists of simple, routine or repetitive tasks and/or operations with few variations in established procedures.

Employee does not exercise any supervisory responsibilities.

Employee has access to confidential records related to engineering.

Job Environment

Well defined or detailed rules, instructions and procedures cover all aspects of work. Judgment involves choosing the appropriate practices, procedures, regulations or guidelines to apply in each case.

Errors could result in adverse public relations, and/or possible legal repercussions.

Position has constant contact with the public, for the purpose of conducting inspections; explaining and enforcing codes and regulations; and responding to inquiries, requests, or complaints. Contact usually occurs in person, in writing, or on the telephone

Position Functions

The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if work is similar, related, or a logical assignment to, or extension of, the position.

Essential Functions

1. Conducts inspection and evaluation of public infrastructure at the direction of the Project Engineer.
2. Completes appropriate documentation and analysis for projects.
3. Enters and analyzes data related to Public Works project.
4. Maintains a variety of records, reports, documents and correspondence.
5. Assists Engineering with basic surveying needs.
6. Builds and maintains positive working relationships with co-workers and the public using principals of good customer service.
7. Performs similar or related duties as required by the supervisor.

Recommended Minimum Qualifications

Physical and Mental Requirements

Employee works in and outdoors and is required to stand, walk, sit, talk, listen, use hands, stoop, kneel, and reach while performing duties of the position. Employee occasionally lifts up to 30 lbs., and seldom lifts up to 60 lbs. Normal vision is required for position. Equipment operated includes vehicles, office machines, and computers.

Education and Experience

A candidate for this position should be enrolled in a college or university studying Engineering, Construction, Geography, Landscape Architecture, or related field.

Knowledge, Skills and Abilities

A candidate for this position should have knowledge of:

- Principles, practices, and tools of engineering
- Principles, practices and tools of environmental programs

Skill in:

- Writing, research, and organization
- Office software applications including word processing and excel applications

And ability to:

- Understand and interpret technical and administrative regulations
- Work well with and provide technical support to public officials, boards, commissions, and other departments and agencies
- Prioritize and manage multiple tasks in an effective manner
- Deal tactfully and professionally with the public on matters of Village policies and practices and in accordance with state and local regulations and ordinances
- Provide a high level of customer service at all times
- Communicate orally and in writing in a clear and concise manner