

CITY OF COVINA
ENGINEERING INTERN

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under immediate supervision, performs a variety of para-professional engineering and office support functions and tasks; performs simple field surveys; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

This position is an internship opportunity for students to learn on-the-job skills in preparation for a career in the Engineering field. This class is distinguished from the next higher class of Assistant Engineer in that the latter is the entry-level class in the professional civil engineering series.

SUPERVISION RECEIVED/EXERCISED:

Receives immediate supervision from higher level professional and management staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Learns to draw plans, street maps and blueprints of the City's infrastructure or water utilities.
- Learns to prepare charts and graphs explaining the water system use and production.
- Organizes and files maps and blueprints and provides assistance to the public; answers inquiries regarding City standards, codes and permitting requirements.
- Performs field checks to determine measurements and locations of utility installations and determines lines, angles, distances and elevations; keeps field notes of readings and observations.
- Prepares blueprints and similar type copies of maps and drawings; drafts all forms of engineering plans, profiles and sections; performs related duties as required.
- Establishes positive working relationships with representatives of community-based organizations, other agencies, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, crawling, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment, and acute hearing is required when providing phone and face-to-face service. The need to lift, carry, pull and push tools, supplies and other equipment

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weighing up to 25 pounds is also required. Additionally, the incumbent in this position works outdoors in all weather conditions, including wet, hot and cold.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for an **Engineering Intern**. A typical way of obtaining the required qualifications is to possess the equivalent of junior status or above and current enrollment in an accredited four-year college or university, and academic course work in Drafting or Civil Engineering. Experience with Water Utilities Engineering or other related areas are highly desirable.

License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Drafting methods; common engineering construction methods; the proper use and methods of adjustment of transits and levels; knowledge of mathematics through trigonometry.

Ability to:

Interpret legal property descriptions, engineering records, documents, plans, maps and/or blueprints; understand and carry out written and oral instructions; learn to perform routine engineering design and construction inspections; learn department rules and methods; meet and deal with the public tactfully and courteously.

Skill to:

Operate an office computer and a variety of word processing, design and engineering software applications; safely and effectively operate engineering tools and equipment.