



Job Description

CIVIL ENGINEER INTERN

Department: Engineering Department
Employment Status: Temporary/Seasonal
Reports To: City Engineer
Working Hours: Monday through Friday, 8:00 a.m. to 4:30 p.m. (hours may vary based on need)

SUMMARY

The City of North Ridgeville is looking for a summer intern to assist the Engineering Department in a full-time capacity position. The intern will be working closely with both the engineering staff and inspection field crews. The Intern will benefit from hands-on experience, technical training, mentoring from a professional staff, and working within a positive team work environment.

MINIMUM QUALIFICATIONS

Student must be enrolled in a civil engineering program at an ABET accredited engineering school with the goal of obtaining a Bachelor Degree in Civil Engineering. Student must have completed a minimum of one (1) year of coursework to be eligible.

Must possess a valid Ohio driver's license and be insurable under the City's insurance plan.

ESSENTIAL FUNCTIONS

- Update city infrastructure inventory lists
- Data entry for the City's backflow prevention program
- Scan and record documents using various digital storage programs
- Prepare exhibits for public purpose or for documenting resources in the Department
- Assist in responding to residential complaints
- Assist in field investigations of infrastructure documenting
- Assist in Storm Water Pollution Prevention (SWPPP) inspections and documentation of the SWPPP program requirements
- Assist with project bidding of public works projects
- Assist with construction administration duties including reviewing payroll certifications, project quantities, RFI's, and punch list items
- Assist the Engineer with various other tasks

KNOWLEDGE, SKILLS AND ABILITIES

- Excellent verbal and written communication skills
- Ability to apply technical skills to meet project demands
- Solve problems independently with some direction
- Works effectively in a team environment
- Positive attitude and a good work ethic

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- Self-motivated to meet deadlines
- Attention to details and ability to contribute to a positive work environment
- Demonstrates drive to achieve goals
- Be able to traverse difficult terrain including steep, muddy, or rocky ground
- Proficient in Microsoft Office Tools including Word, Excel and Outlook
- Entry level experience with CAD Technologies, GIS Systems, Adobe Acrobat Pro, Paint and other mapping applications desirable

Job Description Approval:

A handwritten signature in blue ink, consisting of a large, stylized letter 'R' followed by a horizontal line and a short vertical stroke.

Authorized Signature

3/9/23

Date