

**POSITION DESCRIPTION  
CITY OF GREENFIELD, INDIANA**

**POSITION:** Engineer Intern  
**DEPARTMENT:** Engineering/Planning  
**WORK SCHEDULE:** 8:00 a.m. - 4:00 p.m., M-F  
**JOB CATEGORY:** PAT (Professional, Administrative, Technological)  
**SALARY:** \$12.00 to \$15.00/hour, depending on experience

**DATE WRITTEN:** June 2018  
**DATE REVISED:** N/A

**STATUS:** Part-time  
**FLSA STATUS:** Exempt

**To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The City of Greenfield provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.**

**I. DUTIES & JOB REQUIREMENTS:**

High school diploma or GED. Students actively enrolled in college pursuing a technical degree in engineering, construction, sciences, or planning are preferred.

Data collection and asset inventory for stormwater utility that requires working knowledge of geographic information systems (GIS), specifically ArcGIS software. Data collection will be collected in the field and require knowledge and use of global positioning system (GPS), measure-downs, and pipe and structure identification.

Working knowledge of AutoCAD is desirable, but not required.

Ability to make mathematical calculations, analyze survey and other data, read and interpret detailed engineering prints, sketches, and specifications, and prepare detailed documents and reports as required.

Working knowledge of standard English grammar, spelling, and punctuation, and ability to properly operate standard office, surveying and drafting equipment, including calculator, printer, computer, traffic counter, surveying equipment, digital camera, digital plotter, and hand-held GPS device.

Answers telephone and greets office visitors, providing information and assistance, taking messages, and/or transferring/directing to appropriate individual or department. Provides the public with information relating to permits and zoning as requested.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Performs related duties as assigned.

**II. DIFFICULTY OF WORK:**

Incumbent's duties are broad in scope, involving many complex variables and considerations. Incumbent exercises independent judgment in analyzing data, interpreting precedents, selecting and applying appropriate legal guidelines and standard practices of the profession to specific cases and circumstances.

**III. RESPONSIBILITY:**

Incumbent receives indirect supervision, with general objectives indicated. Incumbent assists in making contribution to development and implementation of department objectives, policies and procedures, discussing unprecedented

situations with supervisors as needed. Decisions and work product are reviewed primarily for attainment of objectives and technical accuracy.

**IV. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other City departments, consultants, contractors, and the public for purposes of rendering services, including explaining and interpreting policies and procedures.

Incumbent reports directly to City Engineer.

**V. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties in a standard office environment but mostly outdoors in the field, involving sitting/standing/walking for long periods, lifting/carrying equipment weighing under 25 pounds, lifting and maneuvering/leveraging infrastructure such as manhole covers that weigh in excess of 100 pounds with specialized tools, close/far vision, color perception, hearing sounds/communication, and handling/grasping/fingering objects. Incumbent is periodically exposed to varying weather conditions and physical hazards normally associated with construction sites and driving.

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

The job description for the position of **Engineering Intern** in the Engineering/Planning Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?    Yes    No

\_\_\_\_\_  
Applicant/Employee signature

\_\_\_\_\_  
Date

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