



# JOB DESCRIPTION

## Engineering Intern City of Fridley, Minnesota

Date:	February 27 2018		
Position Title:	Engineering Intern		
Department/Division:	Public Works Engineering Division		
Grade:	Grade B	Hourly Wage:	\$14.37 - \$17.19 DOQ
FLSA Status:	Non-exempt		
Position Reports And Is Accountable To:	Assistant City Engineer		

### **ORGANIZATIONAL MISSION:**

In 2014, the Fridley City Council adopted the following organizational mission: “We believe Fridley to be a safe, vibrant, friendly and stable home for families and businesses.” In addition, City staff committed to the vision by focusing on the core values of being responsive, driven and friendly.

### **POSITION OBJECTIVE:**

To assist the Public Works Engineering Division staff in surveying, construction inspection and testing, drafting, plan review, and traffic counts, as well as assisting the general public regarding engineering related questions and problems.

### **ESSENTIAL JOB FUNCTIONS:**

1. Assist in gathering data, analyzing information, and preparing reports relative to the Public Works Engineering Division needs.
2. Assist in the inspection of improvement projects (paving operations, utility construction and relocations, etc.)
3. Assist in field surveying and staking for various types of improvement projects (sewer, water, storm sewer, streets, etc.).
4. Assist in traffic surveys, compilation of traffic counts, maintenance of traffic counters, and other miscellaneous surveys.
5. Maintain Public Works Engineering Division’s plans and files, and extrapolate pertinent information from such when requested.

### **OTHER JOB FUNCTIONS:**

1. Update various engineering plans and maps and records
2. Perform other related duties as assigned.

### **MINIMUM QUALIFICATIONS:**

1. High school graduate or GED certification.
2. Currently in sophomore or junior year in a post-secondary educational facility pursuing a degree in Civil Engineering or related field.

3. Good academic record.

**MINIMUM QUALIFICATIONS (continued):**

4. Possess valid driver's license with good driving history.
5. Satisfactory complete criminal history and background process.

**DESIRED QUALIFICATIONS:**

1. Experience in surveying, construction inspection and testing, traffic counts, familiarity with Auto CAD and/or GIS.
2. Previous municipal engineering experience.
3. Experience in construction management.
4. Working knowledge of Microsoft Office Suite including Word, Excel and Outlook.

**WORK ENVIRONMENT:**

The attached work environment characteristics are representative of those an employee encounters while performing the essential functions of Engineering Intern. Reasonable accommodations may be made to enable a person with disabilities to perform the essential job functions.

**HOURS AND SCHEDULE:**

This position is scheduled to start as soon as practicable and work approximately 40 hours per week, M-F, during the summer months and is flexible around school schedules. Typical schedule may be from 7:00 a.m. to 3:30 p.m., however, some flexibility may be considered. Additional hours may be required for overtime, special projects and/or meetings.

**COMPENSATION AND BENEFITS:**

Hourly wage from \$14.37 - \$17.19 per hour, depending on qualifications. Part-time benefits include: workers' compensation insurance and employer's share of payments to Social Security, Medicare, and Public Employees' Retirement Association (if meets eligibility requirements).

**APPLICATION PROCEDURE:**

Submit letter of application summarizing qualifications, resumé, academic transcript, and City of Fridley employment application. For application materials please visit our website at [www.fridleymn.gov](http://www.fridleymn.gov) or contact the City of Fridley, 6431 University Avenue, N.E., Fridley, MN 55432 (763) 572-3504. Applications must be received no later than 4:00 p.m. Monday March 19, 2018.

**February 2018**

The City of Fridley will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, disability, age, marital status, sexual orientation, participation in local commission, or status with regard to public assistance.

**EEO/ADAAA**

# Fridley Job Activity Requirements

## Mental/Motor, Environmental, Physical Demands, and Hazardous Environment

**Job Title:** Engineering Intern

**Department/Division:** Public Works/Engineering Division

**Brief Description of the Job Performed:** To assist the Public Works Engineering Division staff in traffic counts, construction inspection and testing, drafting, and plan review, as well as assisting the general public regarding engineering related questions and problems.

Motor/Mental Ability	VI	O	F	C	Environmental	VI	O	F	C	Physical Demands	VI	O	F	C
Mathematics			X		Works with Others			X		Sitting			X	
Reading			X		Works Alone		X			Standing			X	
Writing			X		Customer Contact			X		Walking			X	
Reasoning			X		Shift Work					Running	X			
Problem Solving		X			Extended Day		X			Lifting			X	
Attentiveness			X		Extreme Hot			X		Pushing/Pulling		X		
Work Supervision	X				Extreme Cold	X				Carrying			X	
Guidance Available				X	Extreme Noise		X			Bending at Waist		X		
Autonomy		X			Confined Area					Climbing	X			
Social Interaction			X		High Places					Repetitive hand motion		X		
Supervising Other Employees					Work Indoors			X		Twisting upper Body		X		
					Work Outdoors			X		Reaching		X		
					Mechanical Hazards	X				Kneeling	X			
					Electrical Hazards					Driving		X		
					Explosive Material					Crouching	X			
					Chemicals (OSHA Def).	X				Crawling	X			
					Fumes	X				Use arm muscles over extended periods		X		
					Gases	X				Use leg muscles over extended periods		X		
					Other (traffic)			X		Over shoulder height work	X			
					Car exhaust	X				Stationary desk or bench work with neck bent forward		X		
										Use hand to finger dexterity to handle, feel, operate and/or manipulate objects, tools, controls, and equipment		X		

**Demand Codes:**

- Blank = Not Applicable or Not Present
- VI = Very Infrequent, 1 to 2 times a week
- O = Occasional, up to 1/3 of time
- F = Frequent, 1/3 to 2/3 of time
- C = Constant, more than 2/3 of time

The number of times the following weights are *lifted*.

Weights Lifted in pounds	Times per day	Objects Lifted	From what heights to what height in ft.
0 - 10	3 to 5	Plan sets, traffic counters, survey equipment	0 to 5
11 - 24	1 to 2	Plan sets, traffic counters, survey equipment	0 to 5
25 - 34	1 to 2	Plan sets, traffic counters, survey equipment	0 to 5
35 - 50			
51 - 74			
75 - 100			
100 - 150			

The number of times the following weights are *carried*.

Weights Carried in pounds	Times per day	Objects Carried	Distanced Carried in ft.
0 - 10	10 to 20	Traffic counters, survey equipment, plan sets	10 to 200
11 - 24	1 to 2	Traffic counters, survey equipment, plan sets	10 to 200
25 - 34	1 to 2	Traffic counters, survey equipment, plan sets	10 to 200
35 - 50			
51 - 74			
75 - 100			
100 - 150			