Extra Help Special – Engineering Intern

Pay Scale: $15.00 - $20.00 per hour

Description: Under close supervision and mentorship an Engineering Intern will perform basic paraprofessional civil engineering work in roadway design, traffic, structures, surveying, asset management, materials testing, hydrology, permits, construction inspection, or other civil engineering specialties; and related duties as required. The internship provides exposure to the public sector engineering field and responsibilities in the area of maintaining, expanding and building public infrastructure.

DISTINGUISHING CHARACTERISTICS: Interns are extra-help, at-will employees of the County. The County assigns a mentor to each intern that is responsible for providing work opportunities, mock interview practice, professional feedback, and general guidance throughout the intern's tenure with the County. Work is regularly monitored and incumbents perform work as instructed and are directed to seek advice as needed.

Examples of Duties
Under close supervision and guidance:

1. Prepares simple maps, records, graphs, and drawings or provides details on more complex ones.
2. Assists staff with field surveying and collecting field data for topographic surveys and pavement maintenance reports using specialized equipment.
3. Performs simple drafting and engineering office work; operates a computer using a variety of software, including CAD, database management, and spreadsheet programs.
4. Assists staff with preparation of traffic control plans and permit applications for right-of-way encroachments.
5. Assists with bridge field inspections, processing reports, and maintaining the bridge database. Assists with minor structure calculations, detail drafting, and quantity calculations.
6. Helps coordinate construction activities with property owners, utility companies, contractors, other government representatives, and the public.
7. Assists project managers with other administrative tasks as needed.

Qualifications: To be considered for a County internship, you must be enrolled in a college, university, community college, law school, or graduate school.

Desirable Qualifications: some knowledge of engineering technology, drafting, and/or CAD.

Additional Qualifications: Possession of a valid California Driver License may be required for some positions.

Knowledge of: mathematics, including: algebra, geometry, and trigonometry.

Ability to: make arithmetical computations; prepare accurate and neat calculations and drawings; follow oral and written instructions; learn to input, access, and analyze data using a personal computer terminal; prepare and maintain accurate records; perform manual tasks under a variety of conditions; and establish and maintain effective relationships with others.
**Application Procedure:** Interested applicants should complete the questionnaire and submit it along with a resume and cover letter to the Public Works contact listed below. Candidates will be considered on a rolling basis as positions are available.

**Public Works Contact:**
Intern Selection Team  
Attn: Leroy Cadena  
pwSBCOIntern@cosbpw.net  
805.803.8764