

## **SNOHOMISH COUNTY INTERNSHIP DESCRIPTION**

### **INTERN – ENGINEERING INTERN - PUBLIC WORKS (SEASONAL)**

Spec No. 9196

#### **SNOHOMISH COUNTY INTERNSHIP PROGRAM**

Snohomish County supports internship programs that provide work experience for students in an accredited post-secondary institution that is related to their course of study. The internship program is designed so the student will have the opportunity to apply principles and theories learned in the classroom, gain new skills, explore a career path and be supervised and mentored by a professional in their field.

The student may choose to receive scholastic credit for their internship in accordance with the guidelines set by their school.

#### **BASIC FUNCTION**

To perform a variety of support activities in the areas of Engineering Services work including engineering, construction management, data collection and related field and office assignments.

The internship season will be between May – September and will last 8 – 12 weeks.

#### **STATEMENT OF ESSENTIAL INTERNSHIP DUTIES**

Interns may be required to perform one or more of the following job duties:

1. Assist Engineering Services staff with the design, survey and construction of roads, bridges, surface water, solid waste, and other public works projects to assure quality plan production and accurate quantities of materials.
2. Assist in preparing data and reports for use and consideration by design, survey or construction staff. Assist in providing information and performing research duties.
3. May write correspondence and create charts and tables using Microsoft Office products including Word, Excel, and Power Point or other engineering software.
4. Assists in the review of engineering calculations, project document filing, computer data entry, and organizing field and office data.
5. May assist laboratory and engineering geologist staff with materials testing and geotechnical field studies.

#### **STATEMENT OF OTHER INTERNSHIP DUTIES**

6. Assists with related duties as assigned.

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### **MINIMUM QUALIFICATIONS**

Must be able to show proof of enrollment in an accredited post-secondary institution at the time of the Internship. If the Internship occurs during the summer, the student may provide proof of summer or fall enrollment.

Have completed two full academic years of study at an accredited college or university by the beginning of the internship and be majoring in or have completed coursework in an engineering, construction management or closely related four year academic program.

### **PREFERRED QUALIFICATIONS**

Be majoring in or have completed coursework in a civil engineering or construction management program.

### **SPECIAL REQUIREMENTS**

A valid Washington State Driver's License is required for employment.

### **KNOWLEDGE AND ABILITIES**

Increase Intern Knowledge of:

- effective communication skills including styles, listening, negotiating and decision making in interpersonal and team situations
- mathematics, geometry, algebra and trigonometry
- elementary engineering principles and practices, materials and equipment used in the area of specialization

Increase Intern Ability to:

- communicate effectively, both orally and in writing in a multicultural workforce serving a diverse population
- understand and interpret basic engineering plans and specifications
- understand and execute oral and written instructions
- work in a team environment
- understand and use various engineering software

### **SUPERVISION**

Interns will receive direction from a supervisor, engineer or engineering technician as assigned. The work is performed under general supervision with intermittent review of work.

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#### WORKING CONDITIONS

Work is performed in the office or in the field in varying weather conditions. Physical hazard from traffic and construction equipment at the work site may be present. Physical exertion may be required to lift equipment weighing up to fifty (50) pounds. Mobility is required for walking over long distances and rough terrain on construction sites.

Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: April 2015

Revised: January 2018, January 2019

EEO Category: 3 – Technicians

Intern Wage: \$18.00/hour for completion of two years of studies at an accredited college or university

\$19.00/hour for completion of three years of studies at an accredited college or university

Workers Comp: 1501 Hazardous