

TOWN OF CORTLAND

JOB TITLE: **Engineer Intern – Temporary**

JOB DESCRIPTION APPROVED:

REVISED:

JOB LEVEL:

- ☐ I (Full-Time, 36-40 Hours Per Week, Full Benefits)
- ☐ II (Part-Time, Minimum of 999 Hours Per Year, Maximum of 35 Hours Per Week, Limited Benefits)
- ☒ III (Part-Time, Maximum of 80 Hours Per Month or 999 Hours Per Year, No Benefits)

OVERTIME ELIGIBILITY:

- ☐ Exempt
- ☐ Eligible (Non-Exempt)
- ☒ Not Eligible

SALARY TYPE:

- ☒ Engineering, Zoning, and Building Department
- ☐ Supervisory
- ☒ Non-Supervisory

QUALIFICATIONS:

Education:

- A. High school diploma or equivalent required.
- B. Some college including course work towards an engineering degree preferred.
- C. Valid driver's license and good driving required.

Experience:

- A. Previous experience in the engineering field preferred.
- B. Working knowledge of MS Office (Word, Excel, Access and PowerPoint) required.

DUTIES/RESPONSIBILITIES: Including but not limited to:

- A. Assists with administering engineering records and reporting.
- B. Reviews permit restrictions and requirements.
- C. Communicates with applicants on the restrictions or requirements related to the permit request.
- D. Follows up with permit applicants and contractors on issues and questions regarding field work.
- E. Assists residents with resolving current and/or potential concerns.
- F. Collects and tabulates traffic study data for assignments related to traffic studies.
- G. Assists with survey and construction staking as a crew member.
- H. Performs documentation work, such as measuring and record keeping for construction work.
- I. Performs maintenance work on various engineering equipment.
- J. Monitors utility contractor activities.

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- K. Participates in the preparation of drawings for a variety of plans for street improvements, storm sewers, water mains, property lines, and related physical features of streets and highways.
- L. Coordinates or responds to special projects as assigned.
- M. Assists other Departments as needed.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- A. Ability to read, write, and understand English.
- B. Ability to operate instruments, tools, and equipment that are job-related.
- C. Ability to work independently and handle field assignments with minimal supervision while exercising good judgment and initiative.
- D. Ability to prioritize, organize, report and complete assignments in a timely manner.
- E. Ability to establish and maintain effective working relationships with supervisors, staff members, elected officials, property owners, residents, contractors and the general public.
- F. Must have strong verbal and written communication skills and the ability to understand and follow verbal and written instructions.
- G. Ability to perform basic mathematical calculations.
- H. Submit to pre-employment drug testing and physical examination as condition of employment.
- I. Submit to random drug and alcohol testing.

EQUIPMENT USED:

- A. General office equipment including tablets, personal computers, printers and cellular phones.
- B. Field inspection equipment including binoculars, flashlight, ladders, cameras and equipment that measures sound, light, vibration, and odor.
- C. Personal Protection Equipment (PPE).

AUTHORITY FOR JOB: Hired by the Mayor

IMMEDIATE SUPERVISOR: Town Engineer

Employee Acknowledges Receipt of and Agreement with this Job Description:

Employee's Signature

Date

Supervisor's Signature

Date

SUBMIT COPIES OF THE REQUIRED LICENSES AND PERMITS WITH THIS AGREEMENT.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER.