

SOUTH BAYSIDE SYSTEM AUTHORITY
Job Description
May 2011

Disclaimer – Class descriptions are written as a representative list of the ADA essential duties performed by the entire job classification. They cannot include, and are not intended to include, every possible activity and task performed by every specific employee.

JOB TITLE: Engineering Intern

FLSA: Exempt

SUMMARY

The Engineering Intern will work in the Engineering Department under the direction of the Engineering Manager and will perform a variety of paraprofessional office and field engineering work and other work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Disclaimer – This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Perform varied and simple drafting work (using AutoCAD software) related to project drawings, facility drawings and in support of civil, structural and mechanical engineering.
- File, revise, maintain, and retrieve a variety of engineering drawings, record drawings, maps, documents and records.
- Retrieve standard operating procedures and preventative maintenance instructions from respective manuals and insert pertinent information into SBSA's information management system database.
- Assist in preparing fundamental layouts and designs for wastewater facilities, prepare and update standard drawings, specifications, and base maps.
- Proficiency with Microsoft Access to prepare and maintain databases, Microsoft Excel to set up simple-to-complex calculations, prepare graphs from data, and utilize various available functions.
- Attend meetings, take notes of the meeting discussion, compile the notes in a cohesive and understandable manner, and distribute to necessary recipients.
- Use computers, calculators, reproduction equipment and a variety of engineering and office equipment and perform related duties as required.
- Performs a variety of other duties as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- South Bayside System Authority policies and procedures.
- Mathematics, including algebra, trigonometry, geometry.
- Use of the Windows-based computer and AutoCAD drafting software.
- Elementary principles and terminology of civil engineering, mechanical systems, and wastewater programs and principles.
- Microsoft Office suite, including Excel, Word, Access, Outlook, and Powerpoint.

Ability to:

- Continuously know, remember, and understand the duties and responsibilities of the position.
- Identify and be familiar with Authority's standards, interpret engineering design drawings and specifications and mark-ups.
- Disseminate information from Operations and Maintenance Manuals into database format.
- Problem solve technical issues, interpret as-built blue-prints and plans, and explain new information.
- Read figures quickly and accurately and make arithmetical calculations.
- Understand and follow oral and written instructions and sketches.
- Prioritize work and meet time deadlines.
- Exercise sound judgment in implementing procedures for project implementation and completion.
- Gather data, prepare reports and maintain accurate records.
- Research methods and products using the Internet.
- Answer questions and provide clear, concise, and accurate information to SBSA staff.
- Learn and observe all appropriate safety precautions as required by the Authority.
- Perform routine computations.
- Prepare sketches of concepts; prepare exhibits, maps, and signs.
- Prepare clear and concise reports.
- Communicate effectively orally and in writing.
- Work independently or as part of a team.
- Establish and maintain effective working relationships.

EDUCATION and/or EXPERIENCE:

Any combination of education and experience that demonstrates possession of the requisite knowledge, skills and abilities. A typical way to obtain these would be:

- High School Diploma or an equivalent certificate or diploma recognized by the State of California.
- Completion of three or more years of an engineering curriculum in an accredited college in the fields of Civil, Mechanical, or Environmental Engineering.
- Valid California Class C Driver's License and an acceptable driving record as defined by the Authority's Driving Eligibility Standards contingent upon the position requiring the individual drive in the course of their job.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand, walk, stoop and crouch. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; and talk and hear. The employee is frequently required to stand and walk. The employee must regularly lift and/or move up to 20 pounds and occasionally lift and/or move up to 50 pounds.

The employee is frequently required to walk up and down stairs, to climb up and down ladders, and to enter process tanks via manways, hatches, and other limited means of ingress and egress. Employee will occasionally be required to enter permitted and non-permitted confined spaces. The employee will regularly be walking in and through construction zones. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate and occasionally extreme, requiring hearing protection. The work performed is in a standard office environment using a computer and walking through industrial facilities and construction sites. While performing the duties of this job, the employee frequently is required to sit and stand, walk, stoop and crouch. The employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk and hear. The employee must be able to regularly lift and/or move up to 20 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.