



OAKCREEK
— WISCONSIN —

Position: Utility Engineering Intern
Department: Utility Engineering

Union: Non-Union
FLSA Status: Non-Exempt

Summary Description

This temporary, part-time position entails ATP microbial water sampling, GPS shots of infrastructure, data research, and other tasks as assigned.

Supervision/Accountability

This position is accountable directly to the Utility Engineer; no supervisory duties.

Major Duties and Essential Functions

An employee in this classification assists in:

- Collection and analysis of a wide range of information
- Preparation of documents, reports and other materials
- Assisting in special projects
- Preparing and maintaining files

Additional Tasks and Responsibilities

Perform other related work and duties as required.

Knowledge, Skills and Abilities

Ability to collect, analyze, and interpret data.

Ability to prepare clear and concise written and oral reports.

Ability to keep accurate records.

Ability to establish and maintain effective working relationships with other employees and the public.

Ability to communicate effectively, both verbally and in writing.

Ability to understand and follow verbal and written instructions.

Ability to use the tools and equipment listed below is essential to perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

Personal computer, including Microsoft Office, Adobe Acrobat, social media, telephone, copy machine, printer, scanner, fax machine, Trimble

Licenses/Certifications

Must possess and maintain a valid Wisconsin driver's license.

Education/Experience

High school diploma

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.

Work is performed mostly in office settings. A high degree of hand-eye coordination is necessary to operate computers and various pieces of office equipment. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is regularly required to sit; climb or balance; stoop, kneel, crouch, talk, smell or hear. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work also requires visits to various land developments, construction sites, and all Utility facilities. Must be capable of moving about on construction work sites, including walking on uneven ground, climbing hills and climbing ladders.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approved By: 
City Administrator

Reviewed By: 
HR Manager

Reviewed By: 
Assistant City Administrator/ Comptroller

Revision History:
March 3, 2023