



OAKCREEK
— WISCONSIN —

Position: Engineering Intern
Department: Engineering

Unit: Non-Union
FLSA Status: Non-exempt

Summary Description

This is a seasonal position that is responsible for field and office work associated with municipal engineering.

Supervision/Accountability

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

Major Duties/Essential Functions

An employee in this classification assists in the inspection and development of public and private projects. The work primarily involves:

- Field inspection for public and private construction projects;
- Preparation of daily construction progress reports;
- Inspection and reporting of erosion control and stormwater facilities to assure compliance with permits;
- Preparation of engineering documents, reports and graphic materials;
- Researching and providing related information, interpretations, evaluations, and recommendations regarding engineering strategies, processes, policies and ordinances.

Minor Duties/Responsibilities

- Assisting Engineering Staff in the implementation of general engineering projects.
- Preparing base maps, charts, development scenarios and other related data utilizing GIS and/or CAD systems for analysis and map generation.
- Assisting with collecting topographic survey data.
- Review engineering plans for conformance to City and general engineering practices.
- Performing other duties as assigned.

Knowledge/Skill/Ability

- Basic knowledge of the principles, techniques and objectives of municipal engineering.
- 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 seek supervisory guidance, yet make individual decisions.

Education/Experience

Completion of undergraduate level courses in Civil/Municipal Engineering or related field.

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 the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in both field and office settings. Field work is required in the inspection of various land use developments, construction sites, or public works facilities. A high degree of hand-eye coordination is necessary to operate drafting instruments, computers, and various pieces of office equipment. While performing the duties of this job, the employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit, talk and hear. The employee must occasionally lift and or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

License/Certifications

Possession of a valid driver’s license required.

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 Director

Reviewed By: 
Assistant City Administrator/Engineer

Revision History:
May 8, 2024