



Engineering Dept.

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Job Title:	Civil Engineering Intern	Date:	January 1, 2017
Position:	Part-Time, up to 16 hrs./week during school year; up to 40 hrs./week during summer	Hourly Rate:	\$11.48
Job Description:			

The Civil Engineering Intern will perform all or some of the following job description:

- Assist in project administration including writing reports, gathering information, drafting proposals, drafting correspondence, tracking project costs, and completing progress reports
- Assist technical staff with various project tasks, including researching, compiling and evaluating project data, preparing reports for street, storm water, and sidewalk projects
- Perform simple calculations, computer data entry, along with some exposure to design and cross-training
- Perform research and contact vendors for information
- Participate in analyzing survey reports, maps, drawings, aerial photography and the topographical and geotechnical data for civil projects
- Performs drafting and design work on Computer Aided Drafting and Design (CADD) software, ArcMAP (ESRI) GIS, and other related computer design equipment
- Prepares and updates plans, diagrams, maps, and as-built drawings for street, storm water, and sidewalk improvements using CADD software and ArcMAP (ESRI)
- Assist technical staff with obtaining field traffic data, including setting out field data collection equipment and performing traffic counts and speed studies
- Performs other duties as necessary or directed

Minimum Requirements/Knowledge:

- Good interpersonal abilities for working in a team environment
- Knowledge of and ability to utilize AutoCAD Civil 3D, Computer Aided Design, and spreadsheet software programs preferred, but will train
- Knowledge of and ability to utilize ArcMAP (ERSI) and related design software preferred, but will train
- Knowledge of and ability to utilize Microsoft Office program experience (e.g., Word, Excel, and Outlook)
- Knowledge of mathematics including algebra, geometry, and trigonometry
- Excellent written and oral communication skills
- Ability to multi-task, prioritize, and take direction

Physical Factors:

- Ability to lift 50 pounds and stand for 8 hours a day
- Normal working conditions in office and occasional exposure to inclement weather and uneven terrain in field environment

Minimum Education Requirements/Certification:

- High School Diploma or GED
- Valid Driver's License
- Completed at least 1 year of undergraduate coursework towards pursuing a degree in civil or environmental engineering; environmental science, or related field is preferred

Send Resume and a completed City Employment Application (found on City Website) to:

- ATTN: Jaynellen J. Holloway, P.E., City Engineer, City of Watertown, 106 Jones Street, Watertown, WI 53094, or
- Email to: Jaynellenh@cityofwatertown.org

Questions?

- Jaynellen J. Holloway @ Jaynellenh@cityofwatertown.org, or 920-262-4050

Position will remain open until filled.