

# **SAN BERNARDINO MUNICIPAL WATER DEPARTMENT CLASSIFICATION SPECIFICATION**

**TITLE:           ENGINEERING STUDENT INTERN**

**DATE:   10/7/14**

**JOB CODE: 93100**

**FLSA STATUS:   NON-EXEMPT**

**UNIT REPRESENTATION:   NONE**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

## **DUTIES SUMMARY**

Under direct supervision, to perform a variety of activities and operations associated with the support and administration of the Water Department Engineering section.

## **DISTINGUISHING CHARACTERISTICS**

The class of Engineering Student Intern is an entry level, part-time position. The incumbents assist in the performance of Water Utility and Water Reclamation Engineering work for the purpose of gaining experience and training. Supervision is received from an experienced employee. Incumbents may work up to forty (40) hours per week, not to exceed 1,000 hours per year.

## **EXAMPLES OF DUTIES**

*The following duties are typical essential duties for positions in this classification. Any single position may not perform all of these duties and/or may perform similar related duties not listed here:*

- Provide courteous and expeditious service to the members of the Water Department and other City department staff;
- Assist in maintaining accurate files, applications, and various documents;
- Operate a variety of office machines;
- Make mathematical calculations;
- Check various statistical tables, records, programs, and reports;
- Perform computer related tasks in AutoCAD and Geographic Information System (GIS) environments;

- Routinely adhere to and maintain a positive attitude toward City and Department goals;
- Perform related work as required.

## **QUALIFICATIONS**

*Any combination of education, training and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:*

### **Knowledge of:**

- Basic record keeping methods;
- Computer operating software (Windows, MS Office, etc.);
- GIS and AutoCAD use in an engineering environment;
- Basic principles of water technology;
- Basic public relations;

### **Ability to:**

- Communicate effectively in English (written and oral);
- Understand and carry out complex oral and written instructions in English;
- Work effectively with other employees and the general public;
- Develop job knowledge and skills that will enhance future employability;
- Perform quality control analysis and data verification of data and reports;
- Interpret and analyze technical information based on Department and regulatory guidelines;
- Research easements for related areas;
- Perform basic GIS activity using the Department's GIS and CAD systems;
- Perform some data entry in existing databases;
- Perform occasional moderately heavy physical labor;
- Perform GIS/GPS field tasks outside the office;
- Establish and maintain effective relationships with those contacted in the course of work;
- Work under moderate or high stress conditions;
- Provide proof of and maintain a driving record that meets vehicle code standards and is acceptable to the Department and its insurance carrier.

## **MINIMUM QUALIFICATIONS**

**Education:** Graduation from high school, or equivalent,

**AND**

Must be a student or continuing student who is a minimum of 18 years of age, currently enrolled in an accredited university or community college with a minimum of six (6) units per semester/quarter, be in good standing academically, capable of performing assigned duties as specified, and not otherwise employed.

**Certificates:** Must provide report card at the end of each semester or quarter.

## **NECESSARY SPECIAL REQUIREMENTS**

Must be a student or continuing student who is between semesters, 18 years of age or older, capable of performing assigned duties as specified, and not otherwise employed.

Must possess a valid California Class "C" driver's license. For out-of-state applicants, a valid driver's license is required, and a valid California Class "C" driver's license is required within ten (10) days after appointment (Vehicle Code 12505c).

## **PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS**

There is frequent need to stand, sit, stoop, walk and perform other similar actions during the course of the workday. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

Must be able to see in the normal visual range with or without correction with vision sufficient to read small print, computer screens and other printed documents. Must be able to hear in the normal audio range with or without correction. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

### **Job Description:**

BOWC Approved:

12/4/2007

Rev. Appr:

10/7/2014