

Job Description City of Mequon

Job Title: ENGINEERING INTERN

Timeline: Present through 2024. Full-time during summer recess.
Possible option for part-time during school semester.

Department: Public Works / Engineering Division

Office Hours: 8:00 a.m. – 4:30 p.m. M-F

Pay Rate: \$15 an hour

Number of positions available: 2

Description of Duties:

This position will perform the functions of roadway and utility construction and maintenance project inspections, various survey data gathering tasks, help with hydraulic analysis of sanitary sewer systems, infrastructure asset data updates using GPS equipment and/or data entry in the City's GIS system, and many other varied engineering related tasks. The position's responsibilities and work will be performed both outside and in an office setting.

Position Requirements:

- Knowledge and understanding of general construction practices of municipal infrastructure including roadway and sanitary sewer construction. Experience with inspection of roadway, sanitary, and storm sewer construction is preferred but not required. Applicants pursuing a bachelor's or technical degree in civil engineering, surveying, or related field are preferred.
- Desire to learn and take an active role in quality assurance, inspection, and project management of City's infrastructure maintenance and rehabilitation programs.
- Ability to operate use survey equipment including the ability to learn and operate GPS equipment.
- Possesses a valid driver's license and have the ability to operate a car and work outdoors.
- Knowledge and understanding of computer systems operation. Understanding and ability to use Microsoft Office programs and AutoCAD software. Ability to read and understand basic computer-generated drawings. GIS software knowledge is preferred but not required.
- Ability to interpret, understand, and apply software manufacturers' directions for program operation and application.
- Ability to perform basic math functions. Ability to calculate and enter data into software program fields.

**Interested candidates should submit a cover letter, resume, and the City of
Mequon's "Employment Application" found at:
<https://www.ci.mequon.wi.us/jobs>**