

Job Title: Engineering & Construction Services Intern
SCA Equivalent: None
Effective Date: May 1, 2022
Latest Revision: May 1, 2022
AIP Target: N/A
Profit Centers: 100, 105

Primary Accountability - Responsible for assisting with performing basic engineering work in connection with the planning, design and construction of water/wastewater and related engineering projects.

Description of Primary Responsibilities

- 1) Provides project support to smaller scale projects:
 - a) Assists in the review of engineering designs & plans, specifications, estimates and reports,
 - b) Assists in preparing design computations and quantity estimates,
 - c) Compiles and review data (i.e. equipment data, flow data, surveying data, GIS data, etc.) to prepare engineering documents, maps, various monitoring and compliance reports.
 - d) Attends and documents meetings as required.
 - e) Coordinates and performs site visits and field reconnaissance.,
 - f) Assists in the design and analysis of pipelines, water/wastewater facilities including treatment plants, pump stations, tanks/reservoirs, ponds and injection wells,
 - g) Assists with the coordination and execution of capital improvement plan (CIP) and repair and replacement (R&R) projects.
 - h) Assists in client contact and communications pertaining to specific project.
 - i) Assists with drafting of requests for proposal, and invitations to bid.
 - j) Prepares and maintains detailed records of installations and inspections.
- 2) Supports facility regulatory compliance and permitting as requested by Operations:
 - a) Provides support in review of site plans for compliance with federal, state, and local ordinances and standards.
 - b) Provides support for obtaining required project permits.
- 3) Provides construction support:
 - a) Assists with preparing estimates costs; collects quotes and estimates from prospective contractors and equipment vendors.
 - b) Compiles and review cost analyses.
 - c) Reviews project schedules and monitors contractor's work to ensure milestones are met.
 - d) Assists with coordination of subcontractors and team members to ensure successful completion of projects.
 - e) Reviews and verifies contractor's progress invoices.
- 4) Provides engineering support:
 - a) Provides engineering services during the construction phase of projects

Description of Primary Attributes

General Development:

- 1) Possesses basic organizational skills.
- 2) Has the ability to work independently and as part of a team.
- 3) Performs work in response to workflow or ongoing direction by supervisors or others.
- 4) Has the ability to effectively select from both established alternatives and to modify approaches in response to situations encountered.
- 5) Considers the impact of work product on other employees in the work process.
- 6) Has the ability to define problems, collect data, establish facts, and draw valid conclusions.
- 7) Has the ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Professional & Technical Knowledge:

- 1) Possesses advanced level general skills, including written and verbal communications skills, computational and computer skills, and mathematical knowledge at a technical level equivalent to 2 years completed toward an engineering degree from an accredited four-year college or university.

Technical Skills:

- 1) Has the ability to prepare complex documents in Microsoft Word, including creating tables, charts, graphs and other elements.
- 2) Has the ability to use Microsoft Excel to analyze data, including the use of formulas, functions, lookup tables and other standard spreadsheet elements.
- 3) Has the ability to create basic presentations in Microsoft PowerPoint.
- 4) Demonstrated knowledge in the use of engineering/design software used by the department.

Licenses & Certifications:

- 1) Possesses a valid Driver License.

Communications Skills:

- 1) Has the ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and governmental regulations.
- 2) Effectively communicates opinions and extrapolations of information collected and synthesized/analyzed.
- 3) Resolves conflicts that may arise because of disagreements between employees, between employees and customers/clients, or with the public, other legal entities or governmental authorities.
- 4) Compiles, analyzes and prepares information in an effective written form, including correspondence, reports, articles, manuals, or other documentation.
- 5) Convinces others to take actions, or to behave in a specific way desired by Aqua.
- 6) Has the ability to make effective presentations and respond to questions from groups of managers, clients, customers, regulators and the general public.

Physical Demands:

- 1) Meets the health and physical condition standards deemed necessary and proper for performance of these duties.
- 2) May be exposed to hazardous, filthy and/or obnoxious conditions.
- 3) May also be subject to shift, weekend and holiday work.
- 4) Ability to perform heavy lifting (50#) and other manual work under adverse conditions.

Evaluation Guidelines

The following guidelines are used to determine the appropriate contribution assessment and associated pay range position:

Pay Level 1 (Entry-Level) – Demonstrates the ability to perform the following responsibilities and demonstrates the following attributes:

- Primary Responsibilities – 1a-f, 2a-b, 4a,
- Primary Attributes – GD 1-3, PTK 1, TS 1-3, LC 1, CS 1, PD1-4.

Pay Level 2 (Developing) – Possesses all of the Pay Level 1 qualifications plus:

- Primary Responsibilities – 1g-h, 3a
- Primary Attributes – N/A.

Pay Level 3 (Fully Functioning) – Possess all of the Pay Level 2 qualifications plus:

- Primary Responsibilities – 1i, 3b-e, 4a
- Primary Attributes – GD 4-7, TS 4, CS 2-6.

Pay Level 4 (Added Value) – Possess all of the Pay Level 3 qualifications plus:

- Primary Responsibilities – 1j
- Has the ability to manage multiple projects described in PR 1.
- Has the ability to direct the work of other Engineers to complete projects.

Comments