



## City of Lucas -- Job Description

Position Title: Engineering Intern (Temporary/Seasonal)  
Position Code:  
Department: Public Works  
FLSA Status: Non-Exempt  
Revised: April 1, 2015  
Emergency Status: Non-Emergency Essential

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### Leadership

Supervisor: Public Works Director/City Engineer  
Direct Reports: None

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### Position Purpose

Assisting the Public Works Director with administrative and technical professional work in the engineering, and technological enhancement of the operations of the Public Works Department. Participates in the design and development of a wide variety of construction projects, environmental management and protection, and oversight of public utilities infrastructure. This position supports in the maintenance of public works fleet operations, streets and drainage structures and a wide variety of public works projects and programs.

### Essential Functions

- Understand department operations including utilities and streets.
- Understand work processes and procedures, work schedules and work flow to meet goals, objectives, and performance measures.
- Understand department budget in keeping with strategic goals, objectives and actions steps.
- Analyzes departmental policies and procedures consistent with best practices to achieve maximum efficiency and effectiveness of operations.
- Prepare necessary reports to support goals and objectives.
- Understand and promote the importance of improving service to both the internal and external customer.
- Participate in activities such as water distribution, wastewater collection, street construction, maintenance, and electrical distribution network with North Texas Municipal Water District, Grayson-Collin Electrical Co-op, telecommunication providers, etc.

- Participate in the preparation of engineering plans and specifications, bidding, competency of contractors and vendors, and the selection criteria for public contracts, and oversees project management for the construction of municipal projects to ensure contractor compliance with time and budget parameters.
- Performs all other duties as assigned by the Public Works Director/City Engineer.

### **Capital and Fiscal Responsibility**

- Responsible for adhering to all City of Lucas Purchasing Policies while assisting in purchasing tasks.
- Participates in the preparation and management the Public Works Department budgets.

### **Credentials (minimum preferred)**

#### **❖ Knowledge/Skills/Abilities**

- Skill in operating applicable tools and equipment, as listed.
- Demonstrated ability to communicate effectively both orally and in writing.
- Demonstrated ability to conduct engineering type research and compile comprehensive reports.
- Proficient in Microsoft Office.
- Attention to detail
- Ability to multi-task
- Ability to read construction drawings are essential
- Dependable transportation is required.
- Ability to read, analyze, and interpret complex documents.
- Ability to work with mathematical concepts such as probability and statistical inference.
- Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.

#### **❖ Formal Education/Certification/Licenses**

- College Junior or Senior in a Civil Engineering or a closely related discipline.
- Desire to be a Professional Engineer in the State of Texas.
- Must hold a valid Texas driver's license.

### **Tools and Equipment Used**

Personal computer, basic surveying instruments, word processing, spreadsheet, data base and PowerPoint software, motor vehicle, telephone, mobile radio, fax and copy machine, and other related equipment.

### **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 this job. Reasonable accommodations may be made to enable an employee with disabilities to perform the essential functions. Some work is performed in office settings, although considerable outdoor work will be required in the inspection of land use developments, construction sites, and public works facilities. Hand-eye coordination is necessary to operate computers and various pieces of office

equipment. While performing the duties of this job, the employee is required to walk; use hands to finger, handle feel or operate objects, tools, or controls; and reach with hands and arms. The employee is required to sit, climb, balance, stoop, kneel, crouch, crawl, talk, hear, and smell. The employee must occasionally lift and move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable an employee with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works in outside harsh, extreme weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually quiet to loud.

**Selection Guidelines**

Formal application, rating of education and experience, oral interview and reference check, and job related tests may be required.

**Acknowledgement**

*This position description does not constitute an employment agreement and is subject to change. This description is intended to indicate the types of outcomes, essential duties, and levels of work difficulty required for this position. Other outcomes and/or responsibilities may be added, deleted, or changed at any time; and the discretion of City Manager, formally or informally, either verbally or in writing. I have read and understand the duties required of this position, and further affirm that I am physically and mentally able to perform the duties as described.*

Intern (print name): \_\_\_\_\_

Intern (signature): \_\_\_\_\_

Date: \_\_\_\_\_