



City of Lucas -- Job Description

Position Title: Engineering Intern (Temporary/Seasonal)
Pay Grade: N/A
Department: Engineering
FLSA Status: Non-Exempt
Revised: December 20, 2018
Emergency Status: Non-Emergency Essential

Leadership

Supervisor: City Engineer
Direct Reports: None

Position Purpose

Assisting the City Engineer 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 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 student 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.

Employee (print name) _____

Employee (signature) _____

Date: _____