



West Bay Sanitary District Engineering Intern

SALARY	\$2,640.00 - \$2,880.00 Biweekly \$5,720.00 - \$6,240.00 Monthly \$68,640.00 - \$74,880.00 Annually	LOCATION	500 Laurel Avenue, Menlo Park, CA
JOB TYPE	Temporary	JOB NUMBER	00035
DEPARTMENT	Projects	DIVISION	Projects
OPENING DATE	06/15/2026		

Definition

Under the supervision and general direction of the District Engineer, this student engineering position performs a variety of basic technical civil engineering duties such as mapping, data entry, review of residential and commercial developments, and supporting capital projects. Responsibilities include assisting the Associate Engineer with project management, plan review, fee calculations, permit issuance, maintaining engineering records, conducting field surveys, site inspections, and data analysis. Responsibilities also include assisting the Engineering Technician in GIS and AutoCAD related projects as needed.

Other related duties may be assigned as needed.

DISTINGUISHING CHARACTERISTICS

The Engineering Intern is a part-time hourly/non-exempt position that performs varied tasks and assists the Engineering Team with applied research, inspections, and administrative support functions as part of the learning experience in conjunction with educational coursework leading to an advanced degree in Engineering.

Examples of Duties

Duties include, but are not limited to the following:

- Performs general GIS/AutoCAD map updates and modifications including the collection of GPS data points.
- Performs supervised plan checks on new development, capital projects, remodels, and tenant improvements for compliance with State laws and Regulations and modern construction techniques.
- Confers with property owners and contractors to explain requirements and to induce compliance to Regulations.
- Maintains electronic and paper records of changes of plans and specifications, manages the data necessary for establishing sewer connection permits and changes and maintains related records.
- Performs basic drafting work, laying out and correcting of maps, plans and diagrams.
- Prepares reports, spreadsheets, databases, graphs, tables, and other supporting project related documentation, records, and notes.

- Assists District Engineer with the management and successful completion of Capital Improvement projects, Recycled Water projects, Flow Equalization land development and consolidation efforts;
- Assist homeowners and developers in the administration and calculation of reimbursement agreements and annexation into the main sewer line system.
- Assists with the review of plans and specifications for a variety of engineering related projects and initiatives.
- Assists with creating, maintaining, and updating Standard Operating Procedures (SOPs) for computer operations related to functional areas of operations.
- Provide general and specific information to developers, contractors, design consultants, the public, and staff on specifications, ordinances, and policies.
- Performs varied mathematical computations.
- Ensures safety and health procedures and precautions are adhered to, corrects unsafe work conditions/practices, and/or reports unsafe work conditions/practices to assigned supervisory or managerial staff.
- Performs related duties as assigned

Additional Requirements

Knowledge of:

- Basic civil engineering principles and related terminology.
- Applicable regulations, laws, specifications, engineering principles, codes, policies, and methods of materials and equipment used in surveying, pipeline construction, engineering, inspection, field and office practices.
- Methods of preparing and interpreting maps, charts, graphs, plans, and technical reports.
- Methods of interpreting and presenting technical data verbally and in reports.
- Microsoft Office, GIS, (AutoCAD), and other modern engineering software programs
- Occupational hazards and standard safety procedures.
- Recordkeeping and report writing principles and procedures.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Principles of algebra, geometry and trigonometry as it applies to computations of angles, areas, distances, traverses and engineering formulas.

Ability to:

- Perform accurate arithmetical, financial, and statistical computations.
- Learn, understand, interpret and apply laws, specifications, regulations, practices, and policies related to civil engineering.
- Promote and maintain cooperative working relationships with the public, contractors, district personnel, public utilities and others.
- Create, read, revise, interpret, understand, and update neat engineering drawings, blueprints, specifications, work orders, plans, schematics, or other related supporting documentation, notes, and records.
- Exercise good analytical and organizational skills.
- Successfully utilize Microsoft Office, GIS, (AutoCAD), other modern engineering software programs, and database platforms including Access and SQL server.
- Maintain accurate records of work performed.
- Remain current on emerging technologies related to engineering, administration, construction, inspection, and information technology.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work and set priorities.
- Communicate clearly and concisely, both orally and in writing. Analyze, evaluate, design, program, install, troubleshoot, and maintain information systems and peripherals.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Understand and follow oral and written instructions.

Operate a motor vehicle to travel to various job sites, projects, and/or meetings.

Experience:

- Recent civil engineering graduate or Junior/Senior level university student currently enrolled in an accredited civil engineering undergrad or graduate degree program.

Education:

- Associate degree working towards Bachelors
- Recent civil engineering graduate
- Junior/Senior level university student currently enrolled in an accredited civil engineering undergrad or graduate degree program.
- Relevant Experience with certification will be considered (ie: AutoCAD (2020), GIS, Database Management)

Overtime/On-Call:

- Must be willing to work overtime as needed.

License and Certificate:

- Possession of a valid Class “C” Driver License is required.

Special Requirements:

Essential duties require the following physical abilities and work environment:

- Ability to work in a standard office environment and drive to different sites as needed. Ability to work in environments with some exposure to noise, the outdoors, and mechanical hazards.
- Employees of West Bay Sanitary District are, by State and Federal law, Disaster Service Workers. In the event of a declaration of emergency, any employee may be assigned activities which promote the protection of public health and safety or the preservation of lives and property either within the locale, or your own community.

Employer

West Bay Sanitary District

Address

500 Laurel Street

Menlo Park, California, 94025

Phone

650-321-0384

Website

<https://westbaysanitary.org/>