



Engineering Intern – Part-time

Public Works Department/Engineering Division

The City of Pacifica is currently recruiting for an Engineering Intern to perform a variety of sub-professional engineering work involving manual and computer drafting, traffic data gathering, records management, map interpretation and processing, retrieval of information, assist with field surveys, and to do related work as required. The successful candidate will possess excellent customer service and interpersonal skills.

Qualifications:

Knowledge of: Basic principles and practices of drafting, manual and computer aided drafting; modern office procedures and methods; basic surveying principles and equipment; engineering design standards, regulations, policies, and procedures relative to area of assignment. Knowledge of algebra, geometry, and trigonometry.

Ability to:

- Research engineering information for residents, fellow engineers, and utility companies. Use and maintain a variety of drafting tools and equipment, survey equipment, engineering copiers, and calculators; computer aided drafting and design equipment; enter and retrieve data from computer; and operate CAD equipment.
- Exercise judgment in reading and interpreting maps, drawings, plans, and specifications.
- Read and understand regulations, policies, and procedures.
- Update and maintain engineering records and files for maps, drawings, easements, lot line adjustments; run copies, and obtain supplies as necessary. Read and interpret engineering drawings, plans, maps and survey notes. Compile information required for assignments; consult with engineering staff to obtain necessary information.
- Assist in conducting, tabulating, and analyzing various engineering surveys and studies. Process property annexations and encroachment permits, including the review of routine legal descriptions.
- Know and understand operations, observe safety rules.
- Make accurate mathematical calculations; and solve mathematical problems related to drafting. Intermittently, analyze processes, interpret plans, remember processes, understand verbal and oral instructions, and explain procedures to applicants.
- Build and maintain positive working relationships with others using principles of good customer service and effective communications.

Physical Requirements:

- Intermittently, sit while studying or preparing work papers, drawings or working at computer equipment; bend, squat, stand, climb, kneel, and twist while performing field work; perform simple and power grasping, pushing, pulling and fine manipulation; and lift or carry weight of 50 pounds or less.

Experience and Education:

- One year of sub-professional engineering experience in manual and computer drafting assignments. Equivalent to at least a junior college level in the field of Civil Engineering.

License and Certifications:

- Possession of, or ability to obtain, a valid California driver's license.

The ideal candidate possesses general knowledge of engineering and can read and draw plans; has familiarity with engineering principles and practices; can communicate effectively with the public both in writing and orally; and is able to drive and maintain a valid California driver's license.

This position is approximately a 40-hour a week position and the work hours are flexible.