Civil Engineering Intern - Civic Internship Program

PAY RATE: $14.87 - $18.97 Hourly

GENERAL OVERVIEW OF POSITION:

The Engineering Division is responsible for the design, bidding, and management of construction projects for the City of Kenosha. The division also manages all traffic control, street signals, street signs, surveying, and storm sewers that pertain to engineering. This position will also experience many other City of Kenosha departments including: Kenosha Fire Department, Kenosha Police Department, Kenosha Municipal Airport, and many more! Working hours may be adjusted to accommodate classes.

EXAMPLE OF DUTIES & RESPONSIBILITIES:

- Assist with field inspections and land surveys.
- Take measurements and make computations.
- Operate engineering survey equipment.
- Input information into CAD or database software.
- Prepare and test samples of construction materials.
- Inspection and assessment of City sidewalk contracts.
- Input information into GIS or Access.
- Assist with the research of design standards and code requirements.
- Assist with the preparation of reports, plans, specifications, and other documents.
- Perform other related work as required or as assigned.

REQUIREMENTS:

Training & Experience

- Must be currently enrolled in a 2-year or 4-year degree program with a major in engineering or related fields (with good academic standing).

Knowledge, Skills & Abilities:

- Knowledge of basic engineering principles and terms.
- Knowledge and proficiency in basic computer and engineering software applications.
- Ability to use engineering field instruments and standard office equipment.
- Ability to learn quickly and work independently.
- Ability to understand and follow oral and written instructions.
- Ability to make accurate mathematical computations.
- Ability to communicate effectively orally and in writing.
- Ability to complete and maintain accurate records and reports.
- Ability to establish and maintain effective working relationships.
- Ability to handle reasonably necessary stress.