NOTICE OF JOB OPENING
ENGINEERING DEPARTMENT INTERN POSITION

Posting Date: February 26, 2020
Department: Engineering
Reports to: Public Works Director/City Engineer
Salary: $15.00/Hour
Position Type: Seasonal

How to Apply:
Submit an Application for Employment to:
Bountiful City Engineering Department
Attn: Todd Christensen, Assistant City Engineer
150 N Main St. Ste. 103, Bountiful, Utah 84010
before 6:00 P.M., March 16, 2020.

Applications may be submitted by email to: toddc@bountifulutah.gov
Applications may be found online at:
https://www.bountifulutah.gov/file/0a1cec4d-f8f1-4d7c-88c9-aa14c918b34f

Overview:
Under the general supervision of the City Engineer, and within the Engineering Department, performs work relating to current and future City projects, data collection and evaluation of conditions within the City to determine compliance with City Codes and Ordinances, and to assist in the performance of other tasks related to Engineering Department functions.

Tasks:
• Assist in the collection of traffic volume data on City streets. Update and maintain data records.
• Assist in the collection of survey data for future City projects. Assist in layout and construction staking for current City projects.
• Assist with preparation of cost estimates for concrete replacement program for residents who have damaged curb, gutter, or sidewalk.
• Perform evaluations of conditions within the City to determine compliance with City Codes and Ordinances.
• Assist in performing construction inspections on public works projects.
• Assist in updating and maintaining City records and databases.
• Assist other City Departments as assigned.

Knowledge, Skills and Other Characteristics:
Knowledge of public infrastructure construction procedures.
Knowledge of field survey techniques and procedures.
Knowledge of computer software, including AutoCad and Microsoft Word, Excel, Outlook, etc.
Ability to work with contractors to schedule inspections.
Ability to communicate with contractors about construction inspections.
Ability to interpret construction standards, laws and ordinances as they pertain to code enforcement.
Ability to negotiate understanding and compliance with various codes.
Ability to communicate effectively with contractors and home owners.
Ability to work under pressure and be multi-task oriented.
Ability to perform mathematical calculations as would be required for surveying.

Qualifications:
Completed high school education. Current enrollment in post-secondary education program in an engineering or construction related field (Engineering, Surveying, Construction Management, etc.)
Construction related experience is desirable. Proficient in the use of field survey equipment: “total station”, level, and GPS equipment. Personal computer experience.
Possession of a valid Utah Driver license.  
Revised 02/2020