



POSITION DESCRIPTION

Title: Municipal Intern - Engineering
Type: Temporary
Pay Range: Level 3

Department: Public Works
FLSA Status: Non-Exempt
Revised: 05/2025

DEFINITION

An internship is a system of on-the-job training and provides an opportunity for individuals to gain experience in a field, determine if they have an interest in a particular career, and create a network of contacts. Municipal Internships within the Engineering Division are paid positions and may be similar to part-time or full-time and are typically available in the summer or winter and last 6–12 weeks. Duration can be shorter or longer based on the amount of work available.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from Associate and Assistant Engineers working in the Public Works Engineering Division. Receives direct supervision from the Engineering Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties include but are not limited to:

- Review and develop design plans and specifications.
- Jobsite observation and reporting for capital projects.
- Manage capital project documentation.
- Organize existing engineering project files.
- Assist Public Works staff with special projects as assigned.

QUALIFICATIONS

Knowledge of:

- Basic computer skills, inclusive of Microsoft Word and Excel.
- Desired computer skills: AutoCAD and ArcGIS.
- Filing and office management.
- Construction operations and procedures.

Ability to:

- Plan, organize, and schedule.
- Communicate clearly and concisely, both orally and in writing.

- Interact with the public in a courteous and professional manner.
- Operate a motor vehicle.
- Learn procedures unique to the Town of Mammoth Lakes and municipal government.
- Compile and maintain records.
- Prepare routine reports.
- Draft letters and communicate on the telephone and via e-mail.
- Establish and maintain effective working relationships with those contacted in the course of operations.
- Understand and carry out oral and written directions.

Experience and Training:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

High School graduate or equivalent. College-level engineering coursework consistent with that of a student of junior standing.

Experience:

None required.

Licenses:

Possession of, or ability to obtain within the state-required time frame of ten (10) days from hire date, a valid State of California Class C Driver's License with an acceptable driving record. Must pass an appropriate background check prior to the hire date.

TOOLS AND EQUIPMENT USED

Computer, phone, copy machine, fax machine, plotter, mobile radio, hand tools, and motorized vehicles.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Vision adequate to operate vehicles and office equipment, read instructions and follow directions; hearing adequate to converse on the telephone and in person; body mobility adequate to drive, perform required office duties including reaching and bending for files and related office items, and perform required field duties including maneuvering around a job site and taking measurements; use of hands and fingers adequate for operating vehicles, writing, typing, computer, copier, and fax machine and related functions; ability to lift office files, binders and small office equipment, as needed. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. While performing the duties of this job the employee is frequently required to stand, walk, sit, drive, use hands and fingers, handle or feel, reach with hands and arms, grasp, hold and manipulate office equipment and talk and hear. The employee is occasionally required to carry up to 25 pounds. The employee may be required to stoop, crawl, crouch, balance or climb short distances. Specific vision ability required by this job includes close vision, color vision, peripheral vision, depth perception and ability to adjust focus with or without ocular aides.

REASONING ABILITY

Ability to apply common sense and understanding to carry out instructions furnished in writing, orally or in diagram form. Have the ability to analyze and resolve problems involving a variety of situations, using standard industry and departmental processes and/or procedures. Ability to define problems, collect data, establish facts, and articulate valid conclusions, and interpret an extensive variety of regulatory or technical instructions.

WORK ENVIRONMENT

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is typical of an office setting with associated noise from office equipment, building HVAC, customers, and other employees. Position is required to drive in various conditions to check status of projects and inspections. Projects can be expected to have heavy equipment in use, loud noises, and other construction activities occurring. Interns shall be alert and observant at all times when on a job site.

GENERAL

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The Town reserves the right to revise or change classification duties and responsibilities as the need arises. The description does not constitute a written or implied contract of employment.

ACKNOWLEDGMENT STATEMENT

I, _____, understand the requirements and expectations outlined in this position description. I further acknowledge that accepting employment constitutes agreement to all established policies of the Town of Mammoth Lakes (as found in the Common Drive R:\Policies and Procedures), and that I am personally responsible for familiarizing myself with the policies pertaining to my job duties. I also understand that if I have questions regarding Town of Mammoth Lakes policies, I should consult with my immediate supervisor or Human Resources personnel.

Received and acknowledged by:

Employee Signature

Date