

**MAJOR FUNCTIONS**

This is temporary staff work assisting Engineers in the performance of a variety of technical and administrative duties. The trainee works under immediate supervision and receives on-the-job training in the city government field of water, wastewater, stormwater management, and transportation service areas. Work is reviewed through conferences, reports and by results obtained.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

This position will be assigned technical and administrative duties in the engineering field. Duties may include, but are not limited to: planning activities, modeling of utilities infrastructure, assisting with plans preparation, bid preparation, and construction shop drawing review. This position may include equipment testing, inventory and cataloging, signal timing analysis, GIS data collection, and AutoCad work. Assists higher-level personnel in preparing special projects, studies and conducting research. May prepare reports, forms and correspondence. Performs related work as required.

**Other Important Duties**

None

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Knowledge of the principles and practices of office management, record keeping, statistical and fiscal processing. Knowledge of basic mathematics and accounting. Ability to establish and maintain effective working relationships as necessitated by work assignments. Ability to follow oral and written instructions. Ability to express oneself clearly and concisely, orally and in writing. Knowledge of AutoCad, skill in the use of microcomputers and associated programs and applications necessary for successful job performance. Completed one semester as a City intern.

**Minimum Training and Experience**

Must be enrolled as a student at a college or university. The field of study must be directly related to engineering.

Established: 12-10-21