



ENGINEERING INTERNSHIP

Department:	Engineering
Location:	City Hall
Physical Classification:	Light/Medium
Wage Class:	Hourly; Monday thru Friday- 8:00 am-5:00 pm
Hourly Rates:	\$15.00 per hour

Mission Statement:

The mission of the City of Sault Ste. Marie is to provide a sustainable small urban environment in an international setting for the well-being of its citizens by planning for and managing its physical development in an environmentally friendly manner, by fostering an economy to support its public and private infrastructure, and by nurturing historical, cultural, and recreational activities that enhance the quality of life within it.

General Purpose:

As an intern in the Engineering Department this job will involve office and field work. Field work will consist of performing construction observation, documenting conditions, data collection, taking measurements and other related work. Field work involves working in traffic or isolated wooded areas, carrying equipment and working in all types of weather conditions. Office work may include data entry, scanning and cataloging engineering plans and documents and other tasks as assigned.

Supervision Received:

Work is performed under the general direction of the City Engineer.

Supervision Exercised:

None.

Job Duties:

- Construction observation and documentation
- Office work to include data entry, scanning, and cataloging engineering plans and documents and other tasks as assigned.
- Interaction/interviewing contractors and/or subcontractors.
- Documenting construction progress.
- Data collection for asset management.
- Taking measurements for design and or construction projects.
- Other related work.

Qualifications:

- Preferred 1st year through 3rd year civil engineering or construction management student

- Will accept High School graduate currently enrolled or accepted into an accredited Engineering program, Civil Technology Program, or construction management.
- Some GIS and entry level drafting knowledge is helpful.
- Proficient in Excel spreadsheets and other MS Office programs.
- Experience in Civil Engineering or Construction field work is helpful.

Ability to:

- Perform your duties outside in inclement weather.
- Work as a member of a team or independently, as your duties provide.
- Perform strenuous activity for extended periods of time.
- Communicate effectively with coworkers, supervisors, and customers.

Physical Requirements:

- Frequent standing, walking, and sitting.
- Frequent bending, twisting, squatting, shoveling, lifting, and reaching.
- Ability to frequently lift and carry objects weighing up to 35 pounds.
- Physical ability to safely move about and conduct work in indoor and outdoor locations.
- Ability to withstand varied weather conditions, temperature changes, and varying noise levels.

Hours of Operation:

Monday – Friday; 8:00am - 5:00pm [40 hours a week daily 8 hours adjusted by project work schedules]

This position is seasonal, starting early May through summer or later, dependent on the candidate's availability.

The description above is intended to only serve as an illustration 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 job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and/or requirements of the job change. The City of Sault Ste. Marie is an ADA/EOE employer. Please see the Deputy City Manager for a complete description of the physical activities required of this position and working conditions. The City of Sault Ste. Marie is a Drug and Alcohol Free Workplace with policies in place that may require testing and/or screening by City Policy.