

PLANNING / ENGINEERING INTERN SERIES

Definition:

Under general or direct supervision performs a variety of technical and sub-professional planning or engineering duties and staff support tasks and performs related work as required.

Class Titles

Planning / Engineering Intern I
Planning / Engineering Intern II
Planning / Engineering Intern III

Essential Duties and Responsibilities:

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent in this series include the following:

Collects, compiles, analyzes and evaluates statistical data and conducts field studies, research and surveys.

Prepares basic reports and assists in the preparation of comprehensive reports.

Performs arithmetic and trigonometric calculations.

Prepares informational material for special or regular reports.

Operates a personal computer and uses applicable software.

Prepares charts, graphs and exhibits and updates maps.

Performs minor drafting tasks.

Assists the public with inquiries related to area assigned.

Inputs data and maintains records and files.

Responds to routine telephone or public counter inquiries from a variety of individuals.

Uses basic hand tools to include a hammer and screwdriver to post notices, depending on area assigned.

Drives a vehicle on City business.

Other Duties and Responsibilities:

Performs other projects/tasks as assigned.

Lifts and moves boxes of records and other items weighing 30 pounds or less.

Class Characteristics:

Planning / Engineering Intern is a multi-incumbent, non-regular class series used for training purposes in the fields of public planning/engineering. A Planning / Engineering Intern I has little or no experience and works under direct supervision. An incumbent at the Intern II level will have some knowledge and/or experience in planning or engineering, have wider responsibilities and will be assigned more difficult duties, more complex projects and a wider variety of tasks than an Intern I. An incumbent at the Intern III level will be experienced in higher level planning or engineering duties and will be assigned more difficult and complex projects than an Intern II.

Contacts and Relationships:

A Planning / Engineering Intern has the majority of their contact with staff in the department assigned. Contact with staff in other City departments and with the public will occur during the course of some work assignments.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this series are as follows:

Knowledge of:

Basic planning or engineering procedures.

Basic drafting techniques or basic engineering/arithmetic/statistical mathematics, depending upon department assigned.

Effective methods of making oral and written reports.

English usage and spelling.

Techniques of research and analysis.

AND

Ability to:

Communicate effectively orally and in writing.

Conduct basic research and analysis.

Establish and maintain effective relationships with those contacted in the course of work.

Operate a personal computer and use applicable software.

Understand and carry out oral and written instructions.

Meet the public with courtesy and tact.

A typical way to obtain the knowledge and abilities is as follows:

Education:

Planning/Engineering Intern I/II: Two years of college and continuing progress towards a Bachelors Degree in Planning, Engineering or a related field from an accredited college or university

Planning/Engineering Intern III: A Bachelors Degree in Planning, Engineering or a related field from an accredited college or university and continuing progress towards a Masters Degree in a related field.

AND

Experience:

Planning/Engineering Intern I: None

Planning/Engineering Intern II: Six months of responsible planning or engineering duties depending on the department assigned.

Planning Engineering Intern III: One year of responsible planning or engineering duties depending on area assigned.

Special Requirements:

Valid and appropriate California Drivers License and acceptable driving record at time of appointment and throughout employment in this series.

Must be able to work a flexible schedule to accommodate City needs.

Physical Tasks and Working Conditions Include the Following:

Work is performed in an office environment and on-site in the field. When work is performed outdoors there is exposure to the elements. An incumbent drives a vehicle on City business, uses basic hand tools including a hammer and screwdriver to post notices (depending on area assigned) sits for extended periods of time, uses a computer, keyboard and related equipment, stands, walks, reaches, bends and may kneel, crouch and may lift and carry boxes of records weighing 30 pounds or less. In the field an incumbent may and walk on slippery/uneven surfaces and slopes. An incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Non-exempt.

Revised June 1996

Revised and Planning/Engineering Intern III Established August 2004