County of Grundy--Job Posting

Date of Posting: March 26, 2018
Applications Accepted Until: Posted until filled
Job Title: Civil Engineering Intern
Employee Status: Temporary, 37.5 hours/wk, Non-Exempt
Union Affiliation: N/A
Pay range: $10-$12/hr.

SUMMARY:

The Engineer Intern is a temporary position to give an engineering college student real world experience in the field of civil engineering. The Engineering Intern shall work under the supervision of the County Engineer and perform engineering and administration duties as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Shall work under the supervision of the County Engineer (or other department employee designated by the County Engineer) performing engineering operations and other administration activities of the department as needed.
- Inspect road and bridge work performed by contractors for compliance with plans and specifications.
- Measure constructed quantities, prepare pay estimates and necessary documentation as related to construction projects.
- Be able to handle general office work filing, copying, and scanning as required.
- The position is for the months of May to August of 2018 and must resign from position no later than August 31, 2018.

MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required.

- Currently enrolled in a college level engineering or pre-engineering program
- Minimum 1 year (30 semester hours) of college level education by the end of May 2018
- Ability to use Microsoft Word, Excel, Outlook and Adobe.
- Valid Driver’s License required.
- Have ability to add subtract, multiple and divide in units of measure, using whole numbers, common fractions, and decimals. Compute rate, ratio, percent and to draw and interpret bar graphs.
- Must speak and write in English fluently.
- Must have good communication skills with others both verbal and written.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- Ability to access problems involving several variables in standardized situations.

DESIRED QUALIFICATIONS:

1. Actively in pursuant of a degree in Civil Engineering.
2. Ability to read and interpret construction drawings

PHYSICAL DEMANDS:

- While performing the duties of this job, the employee is regularly required to be able to lift/carry 50 lbs. Must be able to sit and stand for extended periods of time. Must be able to reach with hands and arms, climb and
balance, stoop, kneel, crouch, or crawl. Must be able to walk across rough terrain. Must be able to walk up and
down steep slopes. Must be able to work outside in all weather conditions.

Any qualified applicant with a disability and requiring reasonable assistance or accommodation to the application
and/or inter-view process should notify the HR Department.

TO APPLY: Candidates must meet the minimum requirements of the position in order to be considered.

Send resume and college transcript to HR@grundyco.org with “Civil Engineering Intern” in the subject of the
email.

No phone calls please.

Grundy County is an Equal Opportunity Employer and will give consideration to all qualified applicants for employment
without regard to race, color, religion, national origin, ancestry, age, sex, marital status, order of protection status,
disability, marital status, sexual orientation, pregnancy, or unfavorable discharge from military service as those terms are
defined in Section 1-103 of the Illinois Human Rights Act (775 ILCS 5/1-103).