

Town of Mint Hill
ENGINEERING INTERN

Part Time, \$12/hr

The Town of Mint Hill is seeking an Engineering Intern with immediate availability. The position has no planned end date, but prospective candidates should be able to commit to at least six months of work at 15-25 hours per week (not to exceed 1,000 hours in a year), Monday through Friday. This position is part-time and is not eligible for Town benefits. Work hours are flexible to accommodate class schedules.

General Description of Work:

The Engineering Intern position is intended for a currently enrolled engineering student who wishes to gain on the job engineering experience in the municipal environment. The position performs technical work under the direct supervision of the Town Engineer and assists with both office and field work as assigned. The Engineering Intern will apply technical knowledge and critical thinking to solve real-world practical problems related to a wide variety of Town projects such as: storm drainage; land development review and inspection; sidewalks; roadways; parks; facilities; and other miscellaneous projects. Engineering principles of hydraulics, geotechnical engineering, and transportation design will be occasionally used. Technical skills such as drafting, plan reading, code/standards referencing, technical writing and editing, basic field surveying, researching, written and oral communication, and others essential to an engineering career will be regularly used.

Minimum Qualifications:

- A high school diploma or G.E.D. is required
- Current enrollment in a civil or construction engineering, or engineering technology program is required—enrollment in other closely related fields may be considered
- Junior or senior status is preferred, but not required
- Any combination of education, training, and experience that enables the essential functions of the job to be performed productively and responsibly may be considered
- Prior professional work experience is not required, but applicants are expected to have some basic core skill proficiency such as typing, researching, computer use, critical thinking, and a strong desire to learn and apply the principles of an engineering career.

Special Requirements:

- A valid North Carolina driver's license is required for this position.

Essential Functions of the Job:

- Assists the Town Engineer with a wide array of administrative and technical tasks related to Town projects
- Researches applicable standards, codes, and ordinances for projects and land development issues
- Performs technical field work including data collection, basic surveying, asset inventorying, and infrastructure condition analysis/documentation
- Helps maintain, update, and edit the Town's Land Development Standards Manual
- Performs basic drafting (electronic and manual), map creation, and other graphical representation of data
- Interacts and communicates with other Town staff, elected officials, residents, and business owners
- Performs project management duties on a variety of project types and sizes
- Performs related tasks as required

Required Knowledge, Skills, and Abilities:

- Proficiency in computer use including: emailing; creating, editing, and reviewing text documents; creating, editing, and manipulating spreadsheets and databases; online research; and electronic scheduling
- Strong verbal and written communication skills
- A strong sense of engineering judgement, deductive reasoning, and understanding of complex problems and potential solutions
- Willingness and desire to learn the principles of engineering and their real-world application

- Some knowledge of the principles of hydraulics, soil characteristics and properties, and basic traffic concepts are strongly preferred
- Strong critical thinking skills to understand both fine details as well as big picture ideas
- Ability to work in a professional office environment as well as an outdoor field environment, at times in the same day
- Ability to commit to at least 15 hours of work per week during class semesters
- Basic understanding and sense of drafting—experience in digital drafting (i.e. AutoCAD) and/or plan reading is a plus

Physical Requirements:

This is predominately sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires standing, walking, and manipulating controls and other tools with hands and fingers; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, use of measuring devices, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, hazards, and atmospheric conditions.