



JOB DESCRIPTION *ENGINEER IN TRAINING*

*Conservation
Commitment
Community*

DEPARTMENT:	Engineering	JOB TITLE:	Engineer in Training
REPORTING TO:	Design Manager	GRADE:	15
DATE PREPARED	August 2020	FLSA STATUS:	Exempt

Job Summary:

The Engineer Intern is responsible for assisting in the planning, development, design, and analytical support of potable water, wastewater, and reclaimed water projects and programs under the direction of the Design Manager.

Essential Duties and Responsibilities:

- Create conceptual and detailed construction drawings.
- Prepare reports and calculations analyzing potable water, wastewater, and reclaimed water systems.
- Assist in the coordination of utility relocations in public right of ways.
- Assist in the coordination and design of capital projects impacting CCUA.
- Research and ensure regulatory and permitting requirements are met throughout project development, construction, and implementation.
- Prepare, submit, and coordinate various permit applications with jurisdictional agencies.
- Perform other duties, as needed.

The above cited duties and responsibilities describe the general nature and level of work performed by people assigned to the job. They are not intended to be an exhaustive list of all the duties and responsibilities that an incumbent may be expected or asked to perform.

Education and Experience Requirements:

- Bachelor's Degree in Environmental or Civil Engineering, or other related engineering discipline from an ABET accredited school.
- Successfully completed the Fundamentals of Engineering (FE) Exam
- Ability to obtain Professional Engineering License issued by the State of Florida within four (4) years from the date of hire
- Valid driver's license issued by the State of Florida and have a satisfactory driver's record based on the criteria listed in the Clay County Utility Authority handbook.

Knowledge/Skills/Abilities:

- Job Specific KSA's – Knowledge of engineering design principles, utility infrastructure, regulatory requirements, contract administration and constructability. Knowledge of Project Management concepts.
- Customer Service – Provide high level of service to targeted customer base. Respond promptly and accurately to internal and external requests for information.
- Team Orientation and Interpersonal – Develop and maintain collaborative relationships with all levels of the organization; collaborate and work with individuals containing a variety of knowledge levels and expertise. Work productively on a team and independently.
- Communication – Effective verbal and written communication. Able to use correct language and grammar in a professional, diplomatic, and tactful manner. Public speaking and presentation skills.

Job Description – Engineer in Training

- Organization and Time Management – Able to work independently with minimal supervision; plan, prioritize, and organize work, meetings, and projects in order to meet deadlines.
- Analytical Problem-Solving and Decision Making – Critical thinking and problem-solving abilities. Research, analyze, identify viable options, draw sound conclusions, present findings and make thoughtful recommendations.
- Systems and Software – Proficiency in MS Word, Excel and Outlook, ArcGIS, and Auto Civil 3D required. Proficiency in Visio and Innovyze Modeling Software preferred.

Skill Requirements: (X = Required for job)			
X	Typing/computer keyboard	X	Verbal communication
X	Utilize computer software (specified in this description)	X	Written communication
X	Retrieve and compile information	X	Public speaking/group presentations
X	Maintain records/logs	X	Research, analyze, and interpret information
X	Verify data and information	X	Investigate, evaluate, recommend action
X	Organize and prioritize information/tasks		Leadership and supervisory, managing people
X	Operate office equipment	X	Basic mathematical concepts (e.g. add, subtract)
X	Advanced mathematical concepts (fractions, decimals, ratios, percentages, graphs)	X	Abstract mathematical concepts (interpolation, inference, frequency, reliability, formulas, equations, statistics)
	Operate heavy equipment (e.g. bobcats, backhoes, dump trucks)	X	Operate motor vehicle
Physical Requirements: (X = Required for job)			
X	Sitting for extended periods	X	Lifting/carrying up to 20 pounds (various items)
X	Standing for extended periods		Lifting/carrying between 20 – 49 pounds (various items)
X	Viewing computer screen for extended periods		Lifting/carrying over 50 pounds (various items)
X	Walking	X	Repetitive Motions
X	Reading	X	Bending/Stooping
X	Speaking	X	Reaching/Grasping
X	Hearing		Crawling/Crouching
X	Writing		Climbing
X	Seeing 1-5 feet		Physical endurance under variable weather conditions
	Seeing 5+ feet		Other (list):
	Other (list):		Other (list):
Hazards: (X = Required for job)			
X	Standard office environment		Electrical current
	Toxic or caustic chemicals		Housekeeping and/or cleaning agents
	Outdoor weather conditions and outdoor terrain, wetlands, and/or dense vegetation		Proximity and use of hand-held powered equipment and/or moving mechanical parts
	Other (list):		Other (list):