



## Ute Water Conservancy District Job Description

<b>Job Title:</b>	Engineering Intern
<b>Job Code:</b>	Professional/Technical
<b>Salary Range:</b>	\$19.00 - \$19.50 hourly
<b>Department:</b>	Engineering
<b>Reports To:</b>	District Engineer
<b>FLSA Status:</b>	Non-Exempt/Temporary
<b>Compensation Factor(s):</b>	Education, Training & Experience; Merit System; Seniority
<b>Prepared Date:</b>	January 2025

### SUMMARY

This position reports to the District Engineer and is responsible for assisting the Engineering department with construction oversight of projects involving civil, mechanical, structural, instrumentation and controls integration in pursuit of the District's objectives by performing the following duties.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Performance of duties follows standards, policies, and plans established by the District as well as applicable federal, state, and local regulations.

- Responsible for assisting the Engineering department with construction oversight of projects involving civil, mechanical, structural, instrumentation and controls integration.
- Performs a variety of duties relating to construction oversight on assigned projects to assist project engineers to complete construction deliverables successfully.
- Reviews engineering designs including pipeline and pump station drawings.
- Administers pre-construction services including assisting with managing contracts with subcontractors, reviewing submittals, creating project schedules, etc.
- Administers construction management including reviewing and approving pay applications, processing requests for information and change orders, etc.
- Provides engineering oversight during construction to ensure construction consistency with approved plans and specifications, assists with site surveying, coordinating quality assurance materials testing, etc.
- Prepares record drawings of constructed facilities for the Engineering department.
- Identifies and prepares supplies and equipment needed for each daily assignment.
- Informs supervisor of equipment conditions and needed repairs.

- Maintains inventory of parts, tools, materials, and equipment and provides information necessary for ordering supplies, equipment, and tools needed.
- Follows specific instructions and/or directions.
- Assists with a variety of projects in the Engineering department as assigned.
- Regular or continuous public contact is an essential duty of this position. Interacts respectfully and professionally with other employees and the public.
- Operates a motor vehicle.
- Operates a variety of equipment including power and hand tools.
- Demonstrates reliable and consistent job attendance.
- Performs the essential functions listed on pages 3 and 4 of this job description.

### **GENERAL DUTIES**

- General duties may be assigned. May assist in other areas as assigned.
- Management retains the discretion to change the duties of the position at any time.

### **MINIMUM QUALIFICATIONS AND REASONABLE ACCOMMODATION**

To perform this job successfully, an individual must perform each essential duty and all job requirements satisfactorily. The requirements detailed within this job description are representative of the knowledge, skills, certifications, licenses, registrations, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities. To request an accommodation, please contact the Human Resources department. You may be asked to provide additional information, including medical documentation, regarding functional limitations and type of accommodation needed.

Must be at least 18 years of age.

### **SUPERVISORY RESPONSIBILITIES**

This job does not have any supervisory responsibilities.

### **EDUCATION, EXPERIENCE, CERTIFICATES, LICENSES, and/or REGISTRATIONS**

Required: High school diploma or general education degree (GED).  
Enrollment as a continuing student in a Civil Engineering or Construction Management degree program at an accredited institution.  
A valid Colorado Driver's license.

Any equivalent combination of certification, education, or experience that provides the required skills, knowledge, and abilities of the position.

### **LANGUAGE AND COMMUNICATION SKILLS**

- Communicates in English.
- Both verbal and written communication skills are critical to this position.
- Read, interpret, apply and understand documents such as safety rules, construction drawings, contracts, safety data sheets, etc.
- Communicates thoroughly and concisely with all District employees, board members, and non-employees.



### **COMPUTER SKILLS**

- Must be proficient in the use of computers and mobile devices, including software such as Microsoft 365 and telecommunications platforms.
- Elementary proficiency with computer-aided design (Civil 3D) programs.
- Familiarity with surveying software (Trimble Business Center) and surveying equipment including survey level, total station and GPS equipment.
- Familiarity with navigating and interpreting GIS programs and field mapping applications such as ESRI ArcGIS Field Maps, Google Earth, and Google Maps.

### **MATHEMATICAL SKILLS**

- Works with mathematical concepts in surveying such as elevation, contour lines, measurement points, etc.
- Calculates volume, size, water flows, pressure and can apply math concepts involving Algebra and Trigonometry.

### **REASONING ABILITY**

- Uses discretion and tact when interacting with all District employees, board members, and non-employees.
- Applies common sense and sound judgement to perform the job duties and responsibilities.
- Works with a variety of variables to troubleshoot and solve basic problems.

### **INTERPERSONAL SKILLS**

- Displays excellent interpersonal skills and maintains rapport with all District employees, board members, and non-employees.
- Works independently and as part of a team to meet the District's objectives in construction, project management, and inspection.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job for eight (8) hours or more per day.

- Regularly required to talk and hear.
- Frequently required to sit, stand, walk, navigate uneven surfaces, climb earthen banks, excavations, ladders, steps, etc. and maintain balance while doing such; stoop, kneel, crouch, twist and crawl; and work in awkward positions.
- Regularly required to reach with hands and arms, use hands and fingers to touch, handle, feel, or grasp objects, tools, and parts.
- Frequently lifts and/or moves up to 50 pounds, and occasionally up to 100 pounds with assistance.
- Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and adjusting focus.
- Must perform all physical demands with or without reasonable accommodation.



## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job for eight (8) hours or more per day.

- This job is performed in an indoor setting as well as outdoors in various weather conditions, including extreme heat and extreme cold.
- Position works approximately 60% of the time outdoors and 40% of the time indoors.
- Frequently exposed to wet environments, standing water, and uneven surfaces.
- Drives in all types of weather conditions.
- Works in close proximity to traffic.
- Occasionally exposed to high, precarious places, fumes, airborne particles, toxic or caustic chemicals, sewer, gas, and other types of utilities, and risk of electrical shock.
- Occasionally exposed to wet and/or humid conditions.
- The noise level is usually moderate.
- Temporary telecommuting arrangements may be approved based on extenuating circumstances such as a pandemic, inclement weather, special projects, business travel, reasonable accommodation, or other reasons, at the District's sole and absolute discretion, and only when approved by the General Manager in a written remote work agreement.

## **SAFETY REQUIREMENTS**

- This is a safety sensitive position subject to drug and alcohol screening.
- Employees are automatically enrolled and required to participate in the District's emergency communication platform.
- Follows safe work practices in accordance with industry and District standards.
- Wears and uses personal protective equipment as required.

## **HOURS**

- This is a non-exempt, temporary position.
- Typical work hours are Monday through Friday from 8:00am – 4:30pm.
- Must work a 40-hour work week and overtime, with or without notice, when workload demand requires it.

