

**CHEBOYGAN COUNTY ROAD COMMISSION
JOB DESCRIPTION**

TITLE: Temporary Engineering Intern

GENERAL SUMMARY:

Under the supervision of the Engineer/Manager or Engineer Tech, performs a wide variety of duties related to performance, evaluation, assessment and/or inspection of road and/or bridge work related to the planning and improvement of county roads, buildings and properties.

EXAMPLES OF DUTIES:

- Surveying, including preliminary, construction and post construction. Includes performing all field staking and measurements as may be required. Use of transit, level, chains and other necessary equipment, including ordinary hand tools, shovels, hammers, picks, machete, etc.
- Inspect work by Contractors in the construction and maintenance of roads and bridges by making appropriate field inspection, measurement, observation, recording and reporting the information obtained in a timely manner. Assure quality work on local, state and federally funded projects, in accordance with the plans, proposal, and specifications.
- Drive a pickup truck to gather data for road inventory database in a safe and efficient manner.
- Use of computer and related software, including Roadsoft pavement management, AutoCAD, spreadsheets, word processors, and database management systems.
- Traffic counts, including field set up, monitoring, data retrieval, recording, and report generation.
- General office work, including, filing and scanning of documents.

The above statements are intended to describe the general nature and level of work being performed by persons assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

ESSENTIAL JOB ELEMENTS AND PHYSICAL DEMANDS (ADA):

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| Physical Mobility - | Ability to walk extended distances and climb stairs or ramps to access Commission and other work related locations and facilities. |
| Vision and Sight - | Ability to read instructions, directions, and similar written information in letters, memoranda, forms and other documents. |
| Hearing/Speaking - | Ability to converse orally with standard telephones and radios to receive and communicate information to employees and the public. |
| Agility/Movement - | Ability to lift, push, pull, and manipulate tools, equipment, supplies, and other objects weighing upwards to 75 pounds. |

DESIRABLE QUALIFICATIONS:

Aptitude or enrollment in a curriculum for civil, survey, or related engineering. Ability to deal with the public courteously and effectively. Some work experience related to road construction and maintenance would be helpful.