



MAINE TURNPIKE AUTHORITY

Job Description

Job Title: Design Intern – Engineering (student intern)
Department: Engineering
Reports To: Project Manager
FLSA Status: Non-Exempt, Hourly

Summary

This is semi-skilled technical work with primary responsibility of assisting on engineering and construction projects. This classification is a seasonal entry level, on-the-job training position located in Portland Maine. Intern will have supervision from Engineering Department staff through daily interactions and in-person meetings. Employees are supervised at regular intervals for quality of work performed. The Turnpike is 110 miles of Interstate Highway in southern Maine. Some travel along the turnpike corridor is required.

Essential Duties and Responsibilities

The duties listed cover the principal duties of the position and are not all-inclusive.

- Effectively interact with MTA staff to advance projects in a timely manner
- Assist with engineering calculations, analysis and report preparation
- Field investigation, data collection, survey quality review
- Assist with completion of preliminary and final construction plans
- Quantity take-offs and calculations
- Attend project and department meetings
- Perform related work as required.

Required Knowledge, Skills and Abilities

- The ability to read and interpret specifications, plans, maps and technical drawings.
- Some knowledge of engineering instruments and equipment and the methods used in construction; ability to use basic engineering instruments or to be trained in use and some experience or course work in surveying.
- Ability to read and understand documents such as policies, safety rules and procedure manuals. Must understand and follow all appropriate Maine Turnpike rules, policies and procedures.
- Ability to write basic correspondence.
- Ability to speak effectively with employees of organization and to accurately convey information in a concise and courteous manner.
- Understands engineering, geometric, and algebraic principles at a basic level.
- Ability to apply common sense understanding to carry out instructions from peers and supervisors in written, oral or diagram form.
- Ability to solve problems involving concrete variables in standardized situations and to apply good judgment in a variety of settings including stressful situations.
- Ability to know when to ask questions and how to find information when needed.
- Ability to independently manage multiple tasks and interact appropriately and positively

- Self-motivated with attention to detail
- Ability to perform basic engineering calculations
- Ability to organize information for use in drawings or other documents

Education and/or Experience

Position requires applicant be a full-time student, currently enrolled and planning to complete a Bachelor's Degree in Civil Engineering, Construction Engineering, Surveying Engineering or other similar/related field.

Some experience and/or training on a personal computer, including Microsoft Office spreadsheet, database and word processing software is required. Some previous experience or course work in Computer Aided Drafting & Design (CADD) or managing technical drawings and construction plans is preferred.

Certificates, Licenses and Registrations

Must possess and maintain a valid Class C State of Maine driver's license and clean driving record.

Special Requirements

An employee in this job classification will be required to wear appropriate personal protective equipment as dictated by work conditions.

Physical Demands

Sufficient physical stamina and ability to traverse steep slopes and to work long hours under occasional adverse weather conditions.

While performing the duties of this job, the employee is frequently required to stand and communicate through speaking and listen intently. The employee may be required to work in wet/rocky terrain. The employee is occasionally required to walk, sit, use hands to manipulate, handle or feel, reach with hands and arms, and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 20 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, ability to adjust focus and ability to drive at night.

Pay Range

\$25.00 per hour

Working Hours

Typical hours are Monday through Friday, 8:00 am to 4:30 pm, though this position is subject to working some non-routine hours. Employee must be available to come in early or work late on occasion.

Work Environment

The working conditions are primarily those of a professional office environment. However, while performing the duties of this job, the employee may be infrequently asked to travel and may be then exposed to minor wet and/or humid conditions, moving mechanical parts, fumes or airborne particles, and outside weather conditions. The noise level in the office work environment is usually very quiet with greater exposure to noise when occasionally traveling and meeting at turnpike sites.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.