



MAINE TURNPIKE AUTHORITY Job Description

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

Summary

This is semi-skilled technical work with the primary responsibility of assisting assigned engineer and inspection staff on 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 while conducting on-site construction inspections for compliance with plans and specifications. Employee prepares required contract documentation and performs quantity calculations under direct supervision. The Turnpike is 110 miles of Interstate Highway in southern Maine. Daily 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.

- Observe, document, and verify work in progress by the construction contractor to ensure compliance with contract documents and plans. Confirms procedures are followed and material used conforms to specifications.
- Utilizes engineering skills to perform measurements and mathematical calculations for quantity of work performed to date.
- Attend and take meeting minutes at construction project meetings and internal engineering staff meetings.
- Maintains inspector's daily report of assigned work activities, contractor labor and equipment, quantity of material received and verified.
- Files, inventories, and reproduce documents and plans related to engineering. Assist other members of the department, as well as other departments as assigned, in collecting, transmitting, transporting, and reproducing both electronically and on drafting media. Assist others in scanning and indexing paper files and documents into electronic media.
- 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 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.

Education and/or Experience

Position requires applicant be a full-time student, currently enrolled and planning to complete a Bachelors Degree in Civil Engineering, Construction Engineering, Surveying Engineering, Construction Management 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 listening 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 40 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, 7:30 am to 4:00 pm. When assigned to a construction project, this position is subject to working non-routine hours. Employee must be available to come in early or work late on occasion.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, moving mechanical parts, fumes or airborne particles and frequently exposed to the dangers of moving vehicles of all sizes and types. There is frequent exposure to maintenance and construction activities where the noise level is usually very loud. The employee may be required to work a non-standard work week and occasionally asked to travel.