



MAINE TURNPIKE AUTHORITY Job Description

Job Title: Intern – Engineering (student intern)
Department: Engineering
Reports To: Construction 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. A technical supervisor gives instructions orally or through sketches, maps or simple plans. Employees are supervised at regular intervals for quality of work performed. The Turnpike is 110 miles of Interstate Highway in southern Maine. Frequent travel along the turnpike corridor is required.

Essential Duties and Responsibilities

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

Serve in a survey party on reconnaissance or laying out construction or maintenance work, including operating a transit/level or performing duties as rod person. Perform detailed mapping, drafting and tracing from rough drawings or field notes. Enters and updates GIS data. Computes quantities and areas using a calculator and simple formulas and checks similar computations made by others. Perform research, tabulating data and writing reports.

Attend and take meeting minutes at construction project meetings and internal engineering staff meetings. Assist with inspection of grading work for proper materials, moisture content, width, grade and drainage.

Files, inventories, and reproduces documents and plans related to engineering or Right of Way drawings. May update or clarify right of way drawings using AutoCADD. 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 of 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.
- Strong math skills including working knowledge of trigonometric and algebraic computations.

- Ability to apply common sense understanding to carry out instructions in written, oral or diagram form.
- Ability to deal with 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 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.

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 is also frequently 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, 7:30 am to 4:00 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.