**Name:**

**Reports To:** Senior Project Manager

**Job Title:** Engineering Intern

**FLSA Status:** Non-Exempt

**Job Summary:**
As an intern, you will perform a variety of civil engineering tasks, supporting residential, commercial, and industrial project design teams with technical tasks including, but not limited to: conceptual site layout, utility design; roadway design; site grading design; storm drain design; storm water management design; water and sanitary sewer main design; soil erosion and sedimentation control design; floodplain studies; permitting and entitlement support; and construction support.

**Job Description**

**Accountability and Duties:**
- Assists with the preparation project specifications
- Assists in production of final construction drawings
- Ensures timesheets are submitted on time
- Maintains a good relationship with staff
- Works closely with other disciplines on multi-discipline projects

**Education and/or Experience:**
Must be in process of completing a BS from an ABET accredited university in the fields of Civil Engineering or Environmental Engineering.

**Certificates, Licenses, Registrations:**
Valid driver’s license

**Required Knowledge, Skills, and Abilities:**
- Excellent oral and technical written communication skills
- Strong sense of urgency and self-initiative to meet client deadlines
- Ability to work independently and as part of a team
- Available to work nights and weekends to complete a project as necessary
- Ability to make independent decisions within a general framework
- Knowledge of industry related software
- Knowledge of AutoCAD, Civil 3D and Microsoft Office (if applicable)
- Must be fluent in the English language

**Physical Demands:**
Normal office environment.

**Employer’s Disclaimer:**
Position subject to possible modification to reasonably accommodate individuals with disabilities.