



Engineering Intern/1000 Hour

Department/Division:	Engineering
Reports To:	Senior Engineer and/or Project Manager
Provides Direction To:	Not Applicable
FLSA Exemption Status:	Non-Exempt
Effective Date:	September 17, 2026

GENERAL PURPOSE

Under close supervision, to provide engineering students with practical experience in the application of civil engineering principles through participation in engineering, development, water resources, and capital improvement activities. Assists engineering staff by performing routine technical, administrative, research, and field support assignments while developing professional knowledge and skills.

This is a temporary part-time, entry level classification in which candidates gain work experience through assignments in the engineering department. Participants work under the direct supervision of an experienced employee for up to 30 hours per week, not to exceed 1000 hours per fiscal year.

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.

- Assist in performing routine office tasks in support of assigned departmental functions.
- Assist in preparing memos, letters, and reports from specific instruction.
- Enter data into various logs and spreadsheets and checks accuracy of data.
- Organize and maintain electronic and hardcopy project files and records in accordance with District procedures.
- Assist engineering staff with planning, design, and construction support for capital improvement projects.
- Perform engineering calculations using established methods and under the direction of professional engineering staff.
- Collect, organize, and analyze engineering, operational, and field data for reports and studies.
- Assist with preparation of engineering drawings, exhibits, maps, and technical reports.
- Update project records, databases, spreadsheets, and document management systems.
- Participate in field investigations, construction observations, site visits, and utility inspections.
- Assist with preparation of cost estimates, quantity takeoffs, and project schedules.
- Review engineering plans, specifications, and supporting documents for completeness.

- Support engineering staff in requests and research of existing asbuilt plans, reports or other related data.
- Assist in preparing agenda items, staff reports, presentations, and correspondence.
- Conduct research on engineering standards, regulations, codes, industry best practices, existing utilities, and utility records to support engineering projects and departmental activities.
- Assist with preparation and tracking of permit applications and regulatory documentation.
- Support construction contract administration by organizing submittals, requests for information (RFI), change orders, field directives, and project documentation.
- Assist with preparation and maintenance of GIS maps, utility coordination records, and engineering exhibits.
- Compile and summarize water production, water quality, asset, or operational data for engineering analyses.
- Assist with grant research, data collection, reporting, and project documentation.
- Observe consultant, contractor, and utility coordination meetings and prepare meeting summaries.
- Learn District engineering standards, specifications, policies, and procedures.
- Operate standard engineering software, including Microsoft Office, CAD, GIS, scheduling, and document management applications.
- Maintain accurate records and files in accordance with District procedures.
- Communicate professionally with District staff, consultants, contractors, developers, and members of the public.
- Maintain prompt and regular attendance.
- Participate in District safety meetings.
- Perform other duties as assigned.

QUALIFICATIONS GUIDELINES

Knowledge of:

- Basic principles of civil engineering, construction management, mathematics, and engineering sciences.
- Basic engineering drafting and plan reading techniques.
- Fundamental principles of water distribution systems, water treatment, and utility infrastructure.
- Basic engineering terminology, methods, and practices.
- Principles of engineering calculations and data analysis.
- Standard office software, including Microsoft Word, Excel, Outlook, and PowerPoint.
- Computer-aided design (CAD) and/or Geographic Information Systems (GIS) concepts.
- Basic understanding of engineering codes, standards, and regulatory requirements applicable to public infrastructure.
- Modern office procedures, methods and equipment including computers.
- Research techniques, methods and procedures.
- Safe work practices

Ability to:

- Learn and apply basic engineering principles, practices, and procedures to routine engineering assignments.
- Learn District policies, procedures, engineering standards, and applicable regulations.
- Recognize and understand engineering drawings, maps, specifications, and technical documents.

- Gather, organize, and analyze technical information and prepare accurate summaries and reports.
- Use Microsoft Office applications and learn engineering software, including CAD, GIS, and project management applications.
- Maintain accurate records, files, and project documentation.
- Conduct technical research using a variety of reference materials and online resources.
- Communicate effectively, both orally and in writing.
- Follow written and verbal instructions and complete assignments accurately and in a timely manner.
- Work independently on assigned tasks while recognizing when to seek guidance from supervisors or engineering staff.
- Observe construction activities, conduct field investigations, and accurately document observations.
- Exercise sound judgment, professionalism, and attention to detail.
- Demonstrate initiative, dependability, and a willingness to learn new skills.
- Work safely and follow established safety policies and procedures.
- Work effectively in both office and field environments.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Minimum Qualifications:

A candidate's qualification for the role is determined through a combination of the candidate's education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position. However, all candidates must meet each of the following minimum qualifications, except where any specific qualification is described as preferred/desirable or is described as an alternative to another minimum qualification:

Education: A high school diploma or equivalent, and are 1) currently enrolled (or between semesters) in an accredited college or university, or 2) recent college graduates (within twelve months) seeking job experience. Completion of some college course work in Engineering, Construction Management, Environmental Sciences or related subjects is desirable.

And

Experience: No prior engineering experience is required. Previous internship, cooperative education (co-op), research, laboratory, surveying, construction, GIS, or engineering-related work experience is desirable.

Licenses, Certificates, Special Requirements:

Possession of a valid Class C California driver's license, acceptable driving record.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this classification, an incumbent is regularly required to use hands and fingers to handle or feel. The employee is frequently required to talk, hear, and to sit and reach with hands and arms. The employee is occasionally required to stand, walk, climb or balance and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to twenty-five (25) pounds, frequently lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Sensory demands include the ability to see within the normal range, talk, and hear, and use electronic touch keypads.

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data; use math and mathematical reasoning; analyze and solve problems; learn and apply new information; perform highly detailed work on multiple, concurrent tasks while meeting deadlines; interact with District officials, staff, management, the general public, and others during the course of work.

THIS POSITION MAY BE ELIMINATED, OR THE DUTIES, QUALIFICATIONS AND TRAINING REQUIRED CHANGED BY THE BOARD OF DIRECTORS AND/OR THE GENERAL MANAGER, WHEN IN THEIR JUDGEMENT, IT IS CONSIDERED NECESSARY AND PROPER FOR THE EFFICIENT OPERATION OF THE DISTRICT.