

DELAWARE SOLID WASTE AUTHORITY



JOB OVERVIEW

TITLE: ENGINEER INTERN

REPORTS TO: ENGINEER III
FACILITY MANAGER
MANAGER OF ENGINEERING

JOB CLASS: EXEMPT

LOCATION: VARIOUS

PURPOSE: This classification is an entry-level position for engineering work. Intern assignments will allow for the development of professional capabilities through the application of standard techniques, procedures and criteria by performing sequences of related engineering tasks. This position exercises judgment on details of work and in making preliminary selections and adaptations of engineering alternatives.

JOB DUTIES

ESSENTIAL TASKS:

Essential functions are fundamental, core functions common to all positions in the class series and are not intended to be an exhaustive list of all job duties for any one position in the class. Since class specifications are descriptive and not restrictive, incumbents can complete job duties of similar kind not specifically listed here.

- Coordinates efforts with those of other local, state, and federal agencies and industries.
- Assists in the planning and organizing of projects.
- Prepares and reviews engineering drawings and specifications.
- Administers and oversees contractors' compliance with contract requirements.
- Conducts site visits.
- Assists on specific studies and research projects.
- Works with and speaks before groups and organizations.
- Prepares technical reports.
- Collects, interprets, and disseminates technical information.
- Performs other duties as assigned.

QUALIFICATIONS

EDUCATION, EXPERIENCE, AND SKILLS:

Graduation from an accredited college or university with a Bachelor's degree in engineering. Training, knowledge and experience of applicable computer software is required. Must possess a valid state driver's license.

Possession of an Engineer Intern Certificate issued by the Delaware Association of Professional Engineers is preferable.

Knowledge of basic engineering principles. Knowledge of the facility and the site's history. Knowledge of landfill gas concepts, theory, and design. Skill in Microsoft office products. Ability to delegate, prioritize and manage time. Ability to analyze and interpret data. Ability to communicate effectively orally and in writing.

Physical Requirements:

This position requires standing, walking, sitting, gripping or feeling with hands, reaching with hands and arms, talking or hearing.

This position may require lifting up to 50 pounds.

This position requires close vision (clear vision at 20 inches or less). Distance vision (clear vision at 20 feet or more). Peripheral vision (ability to observe an area that can be seen up or down or to the left and right when vision is fixed on a given point). Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).

This position risks exposure to indoor environment, outdoor environment, noise, moisture and/or humidity, dust, fumes, gases, electrical hazards, and mechanical hazards.

SIGNATURES

I certify that this description is a true reflection of the major responsibilities, requirements, and duties of this position. This certification is made with the knowledge that the information is to be used for the purposes of selection, classification, appraisal, and compensation.

RVISOR DATE SUPE

I certify that this description is a true reflection of the major responsibilities, requirements, and duties of this position. This certification is made with the knowledge that the information is to be used for the purposes of selection, classification, appraisal, and compensation.

HUMAN RESOURCES DATE

I have read this description and understand the major responsibilities, requirements, and duties of this position.

OYEE DATE EMPL

Delaware Solid Waste Authority is an equal opportunity employer committed to achieving excellence and strength through diversity. The Authority seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires the Authority to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.