

**WALLA WALLA COUNTY  
POSITION DESCRIPTION**

**JOB TITLE:** Civil Engineering Intern

**DEPARTMENT:** Public Works

**REPORTS TO:** Chief of Engineering and Construction

**PAY GRADE:** \$14.00 per hour, temporary position, not to exceed 69 hours per month, not to exceed 200 hours.

**JOB SUMMARY:** This position will assist with the design and construction of roads, bridges and other public works projects. The Intern can expect to assist engineers in the preparation and review of engineering calculation, technical data and reports, cost estimates and plan production through the use of AutoCAD and Civil3D. This position may coordinate with all work groups (construction, geotechnical, survey, right-of-way, environmental). The Intern will focus their talents and energy on performance of assigned duties and tasks in support of public works projects throughout the duration of their internship.

**SUPERVISORY RESPONSIBILITIES:** N/A

**ESSENTIAL FUNCTIONS:**

- Assists with civil works projects (roads, bridges, storm water, other structures) in accordance with federal, state, and local design standards and other regulatory requirements.
- Assists with the production of plans and specifications for public works projects.
- Assists with establishing project schedules, timelines, cost estimates, and resource requirements.
- Assists with construction inspection and contract administration requirements.
- Assists with priority programming of public works projects.
- Assists with right of way acquisition process and procurement of necessary easements.
- Assists with overseeing review of new development transportation infrastructure and storm water facilities.

**EXAMPLE OF ENGINEERING DUTIES:**

- Assists with design, surveying, and drafting of public works projects.
- Reviews plans and specifications for completeness and accuracy.
- Plans, schedules, and coordinates projects with government agencies, utilities, private companies, and the public.
- Assists in the development of project cost estimates.
- Provides technical support to staff.
- Assists with state and federal grant applications.
- Performs work independently given limited and general direction.
- Assists in the management of inter-local agreements, development agreements, and grant funding agreements.

**EXAMPLE OF SURVEYING DUTIES:**

- Assists with design, surveying, and drafting of public work projects.
- Performs work independently given limited and general direction.

**EXAMPLE OF TECHNICIAN DUTIES:**

- Assists with production of right of way plans and right-of-way acquisition.
- Assists with bridge inspections.
- Ensures quality control of all materials incorporated in public works projects.
- Inspects public works projects.
- Interprets plans and specifications to ensure work meets specific and overall goals.
- Assists with contracts for consultant services.
- Participates in public outreach programs.
- Assists with project compliance with NPDES-Phase II storm water permit requirements.

**EQUIPMENT TO BE USED:**

- Computer and related software
- Various printers, scanners and plotters
- Traffic counter/analyzer
- Various survey equipment
- Motorized vehicles

**WORKING ENVIRONMENT/ PHYSICAL ABILITIES:**

- Work involves both indoor work and outdoor work in varying types of weather.
- Outdoor work requires the ability to operate a motorized vehicle as well as a full range of physical movements such as but not limited to bending, reaching, standing and occasionally lifting more than 50 pounds.
- Indoor work requires sitting and dexterity to operate phones, computers and related equipment.
- Requires the ability to generally communicate with co-workers and the public.

**KNOWLEDGE AND ABILITIES:**

- Possesses the skills to problem solve and work well in a team environment.
- Exemplify safe work practices.
- Strong communication (oral and written) and problem-solving skills through extensive interaction with public, contractors, utilities, and other agencies as well as co-workers.
- Ability to assist in the design of all aspects of standard road and/or bridge projects.
- Introductory knowledge and understanding of civil engineering principles, procedures, methodologies, and design standards.
- Introductory knowledge of construction materials and methods.
- Introductory knowledge of construction plans and specifications.
- Knowledge of Computer Aided Design (Civil 3D preferred) and proficiency in personal computer use (spreadsheets, word processing and database applications).
- Introductory knowledge of federal, state, and local laws, regulations, and standards regarding design and construction of civil works projects.
- Introductory knowledge of NPDES Phase II and other stormwater requirements.
- Ability to work independently, analyze situations and adopt effective courses of action, and meet schedules and timelines with supervision.
- Ability to recognize potential problems and recommend solutions and resolve issues.

- Ability to establish and maintain effective working relationships with other employees, public and private agencies, and the public.
- Ability to understand, express, and execute complex oral or written instructions, and to apply extensive or obscure guidelines to a wide variety of work situations.

**EDUCATION AND EXPERIENCE:** Enrolled in college pursuing a bachelor's degree in Civil Engineering. Successful completion of Sophomore level engineering coursework. Minimum of a 2.5 GPA. Experience with computers and Microsoft Office software.

**LICENSES AND OTHER REQUIREMENTS:**

- Must successfully pass a background check and a driving record check.

**THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR  
EMPLOYMENT.**

**To Apply:**

**Send resume and cover letter to:**

**Tony Garcia Morales, P.E., Walla Walla County Public Works Director at  
[tgarcia@wwcountyroads.com](mailto:tgarcia@wwcountyroads.com)**