

Truckee Donner Public Utility District
Job Description

Job Title: Engineer Intern
Department: Water and Electric
Reports To: Water System Engineer
FLSA Status: Non-exempt

Job Summary

Under direction of the Water System Engineer or other licensed Engineer, performs engineering, construction management and planning for the District's water system.

Essential Duties and Responsibilities include the following:

- (a) Assist in the development of District construction standards and specifications.
- (b) Reviews and approves plans for developer line extension and relocation projects.
- (c) Prepares plans and specifications for District line extension and replacement projects.
- (d) Prepare and maintain records, files and system mapping and database.
- (e) Prepares applications for and secures easements, rights of ways, and encroachment permits as required for projects.
- (f) Participates in preparation of five-year system repair, replacement and improvement program.
- (g) Prepares calculations, mapping, drawings, technical reports and equipment specifications for District's infrastructure.
- (h) Perform other duties as assigned.

Supervisory Responsibilities

This position has no direct reports.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

1. Enrolled in and completion of at least two-years in a Bachelor of Science Degree program in Engineering from a college or university accredited by the Accreditation Board for Engineering and Technology or possession of an Engineer in Training Certification.
2. Knowledge and experience, AutoCAD and PC applications desirable.

3. Knowledge of the principles and practices of water and electric system operations, maintenance and construction standards.
4. Knowledge of the materials and construction methods used in electric and water systems.
5. Knowledge of Microsoft Office computer programs (Excel, Word, Outlook, etc.).
6. Ability to communicate effectively both orally and in writing.
7. Possession of a valid Department of Motor Vehicles Class C license.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.


While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk and hear. The employee is frequently required to use their hands and fingers to handle or feel and to reach with their hands and arms. The employee is occasionally required to stoop, kneel or crouch. The employee may occasionally be required to lift and/or move up to 50 pounds. Specific abilities required by this job include close vision

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

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Work is performed indoors and outdoors. Indoors, work is typically performed in the office sitting at a desk, working on a computer. Outdoor work exposes employee to extreme weather, various types of terrain at jobsites (unleveled, wooded, muddy, etc.), noise, and vibrations.

The employee has normal work hours, although, is on call during emergencies and must be able to work after regular hours for Board meetings as needed.



Approved

12.22.2014
Date

January 2014