

# ENGINEERING INTERNSHIPS

**EMPLOYER: The Beaver Companies (Beaver Excavating)**

**POSITION TITLE:** Engineering Co-op Intern

## POSITION OVERVIEW

We are seeking ambitious civil engineering majors (or similar degree) who are looking for experience during Spring/Summer 2023!

This co-op opportunity will provide valuable experience and career potential.

## RESPONSIBILITIES AND EXPECTATIONS

The Engineer Co-op (intern) provides various administrative support functions for assigned construction projects

- Understands daily field reports, cost codes, and tracking processes
- Supports daily functions of assigned Project Manager
- Meets internal and external customer deadlines
- Reports employee hours to payroll on a daily basis
- Enters employee hours within spreadsheets and/or software
- Tracks and reports equipment and craft hours to appropriate personnel
- Updates equipment lists and other spreadsheets as needed
- Files appropriate materials in Job Files daily
- Develops and maintains positive relationships
- Maintains professional behavior and appearance
- Other tasks as assigned

## BACKGROUND, EXPERIENCE, AND EDUCATION

- Strong written and verbal communication skills
- Strong organizational and prioritization skills
- Detail-oriented and flexible
- Proficient with Microsoft Excel and other site-specific software applications
- Ability to maintain focus and concentration in a busy and noisy environment
- Demonstrates respect for coworkers and customers
- Responsibilities and tasks outlined in this document are not exhaustive and may change as determined by the needs of the company
- College student currently majoring in Engineering or Construction Management.

## EQUAL OPPORTUNITY

We're an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

## 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is regularly required to sit, use hands to handle or feel, reach with hands and arms, verbally communicate (talk and hear). The employee is occasionally required to stand, walk, and kneel. The employee may need to occasionally lift and move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**EMPLOYER: City of Canton**

**POSITION TITLE:** City Engineering Intern

**POSITION OVERVIEW**

The City of Canton has two intern positions for college students majoring in Civil Engineering or related fields such as Construction Management, Surveying and Geographic Information Systems in the City Engineering Department. The job description for these positions is as follows:

The City Engineering Department is primarily involved in the design, construction, management, coordination, planning, regulation, and development of City infrastructure such as streets, storm drainage systems, sanitary sewers, traffic signals, street lights and signs, recreational trails and sidewalks, etc. The Engineering Department is also involved in plan reviews for development, coordination with other utilities, various types of utility and project inspections, creating mapping and utilizing Geographical Information Systems for asset management, as well as providing many other public services.

City Engineering welcomes the opportunity to hire students as interns who are interested in careers in Civil Engineering or related fields such as Construction Management, Surveying, and Geographic Information Systems. There are potential career opportunities for those who may pursue either Bachelor's degrees or Associate's degrees in these fields. In addition, qualities of ideal intern candidates include: good critical-thinking skills, organization, paying attention to details, an ability for problem solving, a good work ethic, a professional attitude and appearance, good written and oral communication skills, willingness to work both indoors and outdoors, and familiarity with the City of Canton. Interns for the City Engineering Department are needed mostly during the busy Summer months when many construction projects are underway. Typical work weeks are around 40 hours Monday through Friday with consistent day shifts.

Common tasks an intern may be expected to perform under a Supervisor's direction include: assisting in project and utility inspections, locating and marking City utilities in the field, checking calculations, reviewing plans, performing certain design tasks, taking measurements, verifying quantities of materials used on construction sites, performing computer work, or assisting field and office staff in various needs.