



CITY OF ROSEVILLE		JOB DESCRIPTION	
Job Description Title:	Engineering Intern	FLSA Status:	Non Exempt / Non Union
Department/Division:	Public Works/Engineering	Position Status:	May to September, full time
Accountable To:	Engineering	Salary Grade:	\$17.00 - \$18.00 DOQ
Prepared By:	Dana Stevens	Revision Date:	11/21

Duration: Duration of positions can be modified to meet school schedules. There may be an opportunity for continued part-time and full-time employment during the school year.

Essential Duties and Responsibilities:

- Assist in a variety of entry-level civil engineering work related to survey, design, construction & maintenance of the City’s infrastructure.
- Assist Engineering staff in measuring material quantities for engineering projects; estimating, measuring, inspecting, documenting construction activities; and truck counts for hauling operations.
- Assist survey crew to perform preliminary and construction surveys.
- Assist Public Works staff in field & office work including watermain and manhole structure inspections.
- Assist with traffic counts.
- Assist with field & office work related to underground utility locating (Gopher State One Call).
- Provide customer service to the public and contractors. Assist technical staff in providing information to the public and contractors.
- Data management: Maintain and update paper and electronic files. Assist with or create summaries and reports upon request.

Minimum Qualifications:

The City of Roseville is dedicated to promoting diversity and inclusion in our workforce. The City seeks to be the place where a diverse mix of talented people want to work. We are focused on equity and believe that diversity brings a unique and important perspective to the work we do. We are proud to be an equal opportunity employer.

- Students at an accredited university or technical school majoring in Civil Engineering or Civil Engineering Technology.
- Ability to work independently.
- Experience using Microsoft office products (Word, Excel and Access).
- Attention to detail; ability to accurately collect data, maintain records, and report information.
- Ability to perform mathematical calculations.
- Valid driver’s license.

Desirable Qualifications:

- Experience with surveying techniques and AutoCAD.
- Strong oral and written communication skills



Physical Demands & Working Conditions:

- Roseville Engineering Interns generally work outdoors, with periods of work indoors.

Knowledge & Skills:

- Is punctual, reliable and dependable in regards to work schedule.
- Possesses positive, energetic and positive attitude.
- Skill set should include successfully working with and through people in establishing goals, objectives, and action plans to produce expected results.

Application Deadline:

Monday, January 10th, 2022

Applicants should provide a resume and cover letter.

For more information, or to apply, contact:

Mr. Dana Stevens

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