



The CITY OF BURNSVILLE
Invites applications for the position of:

Engineering Internship

2 Positions:

Construction Inspection/Surveying, Stormwater/Erosion Control Management

An Equal Opportunity Employer

OPENING DATE: 1/21/2021
CLOSING DATE: 2/15/2021
STARTING SALARY: \$15.00/hour to \$17.00/hour, depending on experience

DESCRIPTION:

Under general supervision, performs entry level technical engineering work in office and field settings.

There are two (2) internship positions available with the following job focus:

1. Construction Inspection/Surveying
2. Stormwater/Erosion Control Management

ESSENTIAL JOB FUNCTIONS:

The job functions of each internship position are as follows:

- 1. Construction Inspection/Surveying**
 - Performs inspection of roadway and utility improvements.
 - Measures construction quantities and assists with preparation of contractor pay estimates.
 - Work on survey crew assisting with construction staking for street, utility, and stormwater ponding projects.
 - Assists with topographic and control surveys using a total station, level, GPS system and data collectors.
- 2. Stormwater and Erosion Control Management**
 - Performs erosion control inspection for development and public construction sites.
 - Assists with pond condition inventory.
 - Assists with local drainage project inspection.
 - Assists with right-of-way permitting inspection and follow-up.

For all positions, Interns will perform other duties as assigned, and may occasionally assist with work in other internship positions.

KNOWLEDGE, SKILLS AND ABILITIES:

- Good knowledge of the principles, practices, methods, techniques, tools, and equipment used in technical engineering work in office and field, including drafting, cartography, engineering calculations, survey calculations and inspection work.
- Ability to perform technical engineering work of average difficulty in both an office and field setting.
- Knowledge of Microsoft Office products (i.e., Word, Excel, PowerPoint, etc.)
- Ability to establish and maintain effective working relationships with others.
- Ability to keep records.
- Ability to operate a City vehicle.

MINIMUM QUALIFICATIONS:

- High school diploma or G.E.D., with a minimum of one (1) year vocational or college course work in Civil Engineering, Civil Engineering Technology, Environmental Engineering, Land Surveying, Construction Management or directly related field of study; or an equivalent combination of training and experience required to perform the work.
- Candidates should have at least one (1) semester of education remaining in order to graduate or receive an Associate's degree/certificate following the completion of the internship.
- MN Driver's License or eligible to be licensed in the State of Minnesota.

EXAMINATION:

- Training and Experience Rating
- Oral Interview
- Final candidates must successfully pass background check

APPLICATIONS MAY BE FILED ONLINE AT:

www.burnsvillemn.gov/jobs

OUR OFFICE IS LOCATED AT:

100 Civic Center Parkway

Burnsville, MN 55337

P:952-895-4477