



POSITION TITLE: Civil Engineering Intern

DEPARTMENT: Land Development

LOCATION: New Braunfels, TX

CLASSIFICATION: Non-Exempt

COMPENSATION: \$20.00 per hour

Applicants must be currently authorized to work in the United States on a full-time basis

The employer will not sponsor applicants for work visas

CORE VALUES:

Faith: Guided by Christ.

Trust: Do what you say, say what you do.

Growth: Active pursuit of knowledge.

Professionalism: An integrity mindset through dedication, communication, and respect.

Ownership: Our work is our word. Initiate solutions to deliver results.

COMPANY CULTURE:

Our mission is to understand and connect with our employees. We do this by creating a collaborative teamwork environment, providing an innovative work experience, and developing employees' career paths while supporting a work-life balance.

COMPANY HOURS:

- **4 ½ Day Work Week**
Monday – Thursday 7:30 - 5:30
Friday 8:00 – 12:00

POSITION SUMMARY:

Responsibilities Include:

- Lead by example – display solid judgment, good values, trust, honesty, openness, and professionalism.
- Ensures company values, policies and practices are consistently followed.
- Strong sense of urgency and self-initiative to meet project deadlines and the ability to work independently and as part of a team.
- Ability to work independently and as part of a team.
- Ability to develop and maintain professional relationships.

- Excellent teamwork and communication and interpersonal skills to work in a fast-paced environment dedicated to meeting deadlines.
- Job requires being reliable, responsible, and fulfilling obligations.
- Has ability to manage important resources such as time and materials.
- Outstanding verbal, written and interpersonal skills.
- Detail-oriented with an ability to contribute to a positive work environment with a high level of accuracy.
- Must be efficient and able to multi-task.
- Proficiency in Microsoft Office Suite products and .pdf editing tools.
- Excellent organizational skills.
- Willingness to learn and expand capabilities.
- Establishing and maintaining cooperative working relationships with City employees, officials, and representatives from other local, state and Federal agencies.
- Demonstrates ability to use logic and reasoning to define problems, collect data, establish facts, and draw valid conclusions.
- Possesses ability to analyze project needs and product requirements to create a design.
- Attend meetings with Project Engineers and Project Managers to meet with public review staff.
- Maintains records and files associated with engineering projects.
- Research and evaluation of data.
- Apply engineering principles to assist in hydrologic and hydraulic modeling of stormwater.
- Coordinate with internal team members, government entities, utility service providers and subconsultants.
- Attend industry events and become involved in the community.
- Performs other duties as assigned or required.

DUTIES AND RESPONSIBILITIES:

Assist With:

- This position is responsible for assisting Project Engineers and Civil Designers in the preparation and coordination of engineering design items. Assists with land development projects by performing civil design calculations and using engineering judgment to transform concept designs into construction drawings and technical specifications as required by assignment.
- Coordinates project tasks and scheduling with Project Engineer and Project Manager.
- Assists the Project Manager or Project Engineer with the permitting of engineering projects.
- Assists in examination of engineering documents for completeness or accuracy.
- Assists in checking designs, details, estimates, plans, and specifications of engineering projects and recommend necessary changes.
- Assists with the creation and submission of technical reports, presentations and exhibits.
- Assists with the preparation of detailed construction drawings.
- Prepare construction cost estimates/quantity takeoffs.

Responsible for:

- Performs and assumes the technical responsibility for coordinating/preparing/reviewing complete phases or components of projects, including engineering reports, calculations, plans and special provisions in accordance with City standards and codes.
- Performing site research and preparing due diligence reports for new projects.
- Conduct field visits to understand existing site conditions.
- Utilizes various engineering related computer software including AutoCAD Civil 3D.
- Reading and interpreting engineering plans and specifications, plats and other related documents.

JOB SPECIFICATIONS / QUALIFICATIONS:

Education/Training: H.S. Degree / GED College Degree Certification/License*

Experience: 0-2 years

Training and Certifications:

Special Skills and/or Abilities: Knowledge of design and visualizations software such as Civil 3D, Hydraflow, and Storm Sewers, Proficiency in site layout, roadway design, grading, hydrology, utility design, erosion control, regulatory approvals, etc

I have read and understand the above job description. I attest that I can work in these conditions, I am able to perform the job functions, and can fulfill the basic requirements/duties, to include any other reasonable requests that are asked of me. I will immediately notify my Supervisor if I am unable to comply with this job description for any reason.

Signature _____ Printed _____ Date _____

Manager Signature _____ Printed _____ Date _____