



City of Idaho Falls
Civil Engineering Intern

SALARY	\$17.00 Hourly	LOCATION	Idaho Falls, ID
JOB TYPE	Temporary	JOB NUMBER	2025-0122a
DEPARTMENT	Public Works	OPENING DATE	01/22/2025
CLOSING DATE	2/21/2025 11:00 PM Mountain		

General Purpose

The City of Idaho Falls is accepting applications for Civil Engineering Intern(s) in Construction and/or Design functions. Idaho Falls Public Works Engineering is involved in the planning, design, and construction of public infrastructure in City of Idaho Falls. These positions support the construction engineering practices. These positions have potential for growth in project responsibilities, leadership, and development. Work is very diverse and includes either construction administration activities, construction inspection and testing paperwork review or design and drafting responsibilities.

Essential Functions

CONSTRUCTION INTERN

Project Administration--Coordinates and assists in inspection, testing, recording, and reporting procedures and methods.

Inspection--Conducts inspections monitoring public infrastructure and construction practices for a variety of public works projects related to general improvements to public right-of-ways such as earth work, signage, surfacing, and street surface restoration, water and sewer lines and connections, manholes, storm drain structures, curb, gutter, sidewalks, driveways, parking lots, water ways, etc.; approves continuance of work progress or issues "stop work" notices based upon compliance to standards and project specifications or permit requirements; performs final walk-through inspections with developers and contractors, completes "punch list" as needed to determine completion status of the project.

Materials Testing--Review test reports to assure contract compliance for materials properties required.

DESIGN INTERN

Designs streets, water, sanitary sewer, storm drainage systems, parking lots, minor structures, and minor architectural designs in street right-of-ways.

Details design projects and plans to include curve design for speed control, vertical sight distance for safety, and horizontal design for drainage; plots cross-sections for quantity figuring and symmetry between curbs and gutters and sidewalk, etc., to satisfy local, state, or federal standards.

Prepares drawings, maps, and other records pertaining to field surveys, inspections, and traffic studies; solves geometric and trigonometric problems necessary for accurate completion of drawings.

Performs related duties as required.

Minimum Qualifications

CONSTRUCTION INTERN

Completed a minimum of one year of post-secondary education in Civil Engineering or a related field.

Ability to read and interpret maps and charts; must be able to develop effective working relationships with supervisors, fellow employees, and the public; must be able to effectively communicate verbally and in writing with utility personnel and other City personnel.

Must have a valid driver's license.

Experience in Outlook, Excel, Word and GIS is desired. WAQTC and IQP certifications are also desired.

DESIGN INTERN

Completed a minimum of one year of post-secondary education in Civil Engineering or Drafting.

Ability to read and interpret maps and charts; must be able to develop effective working relationships with supervisors, fellow employees, and the public; must be able to effectively communicate verbally and in writing with other personnel.

Ability to work in a position which requires continuous sitting or standing and concentrated mental applications.

Must have a valid driver's license.

Experience: Knowledge of drafting methods and practices; related geometric and trigonometric functions; Engineering terminology; computer software, including AutoCad and Microsoft Office; reproduction equipment and effective public relations. Autocad Civil 3D experience is preferred.

Work Environment

CONSTRUCTION INTERN

Incumbent tasks require a variety of physical activities not generally involving muscular strain. Frequent physical activity related to walking, standing, stooping, sitting, reaching, and moderate lifting. Essential functions require talking, hearing and seeing. Mental application utilizes memory for details, emotional stability and discriminating thinking. Frequent travel within the City of Idaho Falls required in course of performing portions of job functions; exposure to weather conditions, dust, fumes, and equipment.

DESIGN INTERN

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, related to walking, standing, stooping, sitting, and reaching. Essential functions require talking, hearing and seeing. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic travel required in normal course of job performance.

City of Idaho Falls

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Website

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