

Civil Service Title: Civil Engineering Intern
Title Code No: 20202
Office Title: Civil Engineering Intern

Level: NA
Salary: \$46,466 - \$56,000
Work Location: Olmsted Center, Queens
Number of Positions: 2

MAJOR RESPONSIBILITIES

Under direct supervision of in-house engineering staff, assist in the following:

- Development of designs, drawings and specifications for civil engineering projects mainly consisting of water supply, sanitary and storm water drainage.
- Performance of mathematical and engineering calculations, including quantity and cost estimates.
- Field investigations, the documentation of conditions and production of reports.
- Application and filing of permits such as cross-connection applications and site connection proposals.
- Transmittal of construction contracts and procurement of contractors.
- Management of engineering consultant contracts.
- Technical review of engineering designs and conformity with Parks standards and procedures.
- Research and development of design projects and programs.
- Drafting and editing of project scopes, presentations and other documents.
- Technical support by assisting others in finding solutions to problems.
- Management of other projects under supervision of senior staff.

QUALIFICATION REQUIREMENTS

A baccalaureate degree in civil engineering from an accredited college or university. A degree in any other engineering area or in civil engineering technology **not** acceptable.

This position is exempt from NYC residency requirements.

PREFERRED SKILLS/QUALIFICATIONS

1. Proficiency in Microsoft Word, Excel and AutoCAD.
2. Ability to read and interpret design and construction drawings as well as other contract documents.
3. Excellent communication, verbal and writing skills.
4. Excellent administrative and interpersonal skills.
5. Ability to conduct research, solve problems and pay attention to technical details.
6. Driver license valid in New York State.

City employees:

- 1) Apply through Employee Self Service (ESS) under Recruiting Activities
- 2) Search for **Job ID#: 229243**

Include your ERN on all correspondence.

For all other applicants:

- 1) Go to www.nyc.gov/careers/search
- 2) Search for **Job ID#: 229243**

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POST DATE: 01/29/16	POST UNTIL: FILLED	Job ID#: 229243
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