

CIVIL ENGINEERING INTERN

General Statement of Duties and Responsibilities

Under direct supervision, performs elementary civil engineering work in the field, office or laboratory, and receives training in civil engineering work of moderate difficulty and responsibility on the Assistant Civil Engineer level. The work and training may be in one or more of the following engineering areas: development, design, drafting, specifications, estimating, construction, inspection, operations, maintenance, and in the areas described under Examples of Typical Tasks below; prepares associated reports and correspondence and maintains records; performs related work.

Examples of Typical Tasks

Assists in research, investigations, or studies related to the civil engineering functions or activities of a department or agency.

Assists in the preparation of maps, plans, drawings, specifications, and estimates. Makes drawings and sketches. Performs mathematical calculations.

Participates in field survey operations by acting as instrumentman, axeman, rodman, chainman or, when necessary, as chief of party on routine surveys. Plots data on field note sheets. Assists in the cleaning, oiling, maintenance and field repair of engineering instruments and tapes.

CIVIL ENGINEERING INTERN (continued)

Examples of Typical Tasks (continued)

Participates in routine inspection operations, routine installation or routine testing operations in a laboratory, manufacturer's plant, or on a job site by observing, checking, and certifying materials and equipment to be incorporated in public works, plants or structures.

Inspects premises and the construction, demolition or alteration of structures for compliance with the provisions of law, rule, or regulation.

Assists in the review or examination of plans for the construction, demolition or alteration of structures in connection with the issuance of certificates of occupancy or other requisite or pertinent permits and compliance with the provision of law, rule, or regulation.

Participates in the operation and maintenance of public works and the preparation of recommendations for alterations or repairs.

Is trained to perform such tasks as supervising a small squad, unit or group engaged in the performance of elementary engineering work; engaging in research, investigations or studies related to the civil engineering functions or activities of a department or agency; and estimating costs, materials and labor requirements.

May operate a motor vehicle in the performance of assigned duties.

CIVIL ENGINEERING INTERN (continued)

Qualification Requirements

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

Direct Lines of Promotion

This is a trainee class of position subject to Rule 5.8.1 of the Personnel Rules and Regulations of the City of New York and has a two-year probationary period. Permanent Civil Engineering Interns who satisfactorily meet all requirements at the end of one year will mature without further examination and on a probationary basis to the title of Assistant Civil Engineer (20210).