

RESOLUTION NO. 1233

A RESOLUTION creating the position of Engineering Utility Intern, adopting a job description, and establishing a salary scale for the position.

THE COUNCIL OF THE CITY OF CAMAS DO RESOLVE AS FOLLOWS:

Section I

There is hereby created a new position entitled "Engineering Utility Intern". Such position shall be under the supervision of the Engineering Department, and shall be responsible for the duties outlined in the job description attached as Exhibit "A", as may be revised from time to time.

Section II

The Engineering Utility Intern shall be paid at the rate of Nine Dollars and 04/100 Dollars (\$9.04) per hour.

Section III

This Resolution shall become effective immediately.

ADOPTED at a regular session of the Council of the City of Camas this 21 day of February, 2012.

SIGNED: [Signature]  
Mayor

ATTEST: [Signature]  
Clerk

APPROVED as to form:  
[Signature]  
City Attorney

## **ENGINEERING UTILITY INTERN**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **JOB OBJECTIVES**

Under the direct supervision of an engineering department representative, to perform entry level duties in support of the City's utility departments, including stormwater, potable water, sanitary sewer, etc. Not to exceed a three month term

### **ESSENTIAL FUNCTION STATEMENTS**

*The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:*

1. Conduct research of as-built information, cross-referenced against existing utility maps.
2. Perform limited field assignments for verification of utility appurtenances.
3. Perform data entry, based on office and field research, and transfer information to the GIS system; refer issues to higher level engineering staff as required.
4. Provide information and assistance to engineers and consultants on assigned projects.
5. Conduct an analysis of current data workflow and compile a procedure/process for streamlining.

### **AUXILIARY FUNCTION STATEMENTS**

1. Follow all safety rules and procedures established for work area.
2. Perform related duties and responsibilities as required.

### **QUALIFICATIONS**

#### **Knowledge of:**

General safety procedures, computer skills, including computer aided drafting and design methods, and Geographical Information Systems (GIS)

Methods and techniques for conducting site and field investigations and surveys.

Principles and practices of record keeping.

Modern office procedures, methods, and computer equipment.

#### **Ability to:**

Prepare clear and concise reports.

Communicate clearly and concisely, both orally and in writing.

CITY OF CAMAS  
Engineering Intern (*Continued*)

Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines**

*Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education:**

Enrolled in a high school intern program

**Experience:**

Proficient in AutoCAD or other recognized computer drafting software

**PHYSICAL DEMANDS AND WORKING CONDITIONS**

*The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.*

**Environment:** Office environment; exposure to computer screens. Limited field environment; exposure to dust, dirt, and other elements typical of a field site.

**Mobility:** Walking, standing, or sitting for prolonged periods of time.

**Vision:** Visual acuity to read computer screens and read and interpret plans.