



SEASONAL JOB OPENING

Civil Engineering Intern

Reports to	<i>Deputy Director of Public Works</i>
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General Functions

Assists with skilled, professional engineering work in the office and field. Helps to plan and coordinate field surveys and data collection. Helps to plan and coordinate the drafting of plans and maps and other complex technical material. Assists with the accurate development of plans and specifications, conducts field investigations and inspections of contract work.

Duties and Responsibilities

- Assists Engineers and Technicians with survey field work and engineering duties as assigned.
- Performs digitization and organization/filing of Engineering and Utility files and documents.
- May be required to perform miscellaneous work on engineering plans and reports as directed by staff.
- May be required to assist with Engineering Executive Assistant and clerical staff as directed by staff.
- Exercises discretion, confidentiality, and judgment on administrative decisions.
- Prepares correspondence from copy or independently compiled information, prepares inter-office or departmental memorandums and similar documents or correspondence, proofreads memos, letters and orders for staff, prepares orders as directed.
- Maintains daily correspondence files and frequently seeks information from other departments that affects operations of the assigned department. Provides research assistance, when requested.
- Types and maintains correspondence on a variety of topics involving confidential materials, including confidential personnel records.
- Assists department by sorting mail and restocking supplies.
- Compiles and maintains files of various information pertaining to personnel, financial, statistical, and other departmental records.
- Receives phone calls and visitors; arranges meetings, conferences, and interviews; makes reservations. Screens phone calls and visitors and makes appropriate referrals to department personnel.
- Follows procedures utilized by departmental staff to control workflow or data recording.
- Supplies information explaining involved departmental procedures; interprets regulations according to established standards, and applies rules to a variety of work situations.
- Performs related clerical or administrative assignments as directed.
- Maintains a consistent and reliable attendance record.

Minimum Qualifications

- Must be at least 18 years of age to apply
- Prompt and reliable attendance
- Ability to communicate clearly
- Ability to carry out written and oral instructions
- Ability to interact in an agreeable way with the public
- Assist residents as needed

Required Knowledge & Qualifications

- Knowledge of best practices in civil engineering, public infrastructure design and construction, the Village Code of the Village of Mount Pleasant and any applicable State and Federal regulations regarding engineering standards.

Education:

- A high school diploma or equivalent

Physical Requirements:

- Occasional lifting of up to 50+ pounds may be required

Working Conditions:

- Require ability to perform work under varying climatic conditions.
- Monday – Friday 8:00 a.m. – 5:00 p.m. generally
- Work period from June through August (flexible)

Salary:

- \$17.50 per hour.

Interested candidates may apply by submitting their application (available on our website at www.mtpleasantwi.gov) or resume, with a cover letter to:

Mary Cole, Human Resources Director at mcole@mtpleasantwi.gov
This posting will remain in effect until the position is filled

The Village of Mount Pleasant is an Equal Opportunity Employer
03/09/26