



# Monterey Regional Waste Management District

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## ***Job Description***

<b>Position:</b>	<b>Engineering Intern</b>	<b>Department:</b>	<b>Engineering</b>
<b>Position Status:</b>	<b>Limited Term Internship / Non-Exempt</b>	<b>Revised:</b>	<b>March 2020</b>
<b>Reports to:</b>	<b>Director of Engineering &amp; Compliance and Senior Engineer</b>		

### **DEFINITION**

Under direct supervision, the intern performs a variety of routine duties and learns more complex engineering-related tasks in the operation of a waste management and recycling facility. This is a limited-term, internship position.

### **DISTINGUISHING CHARACTERISTICS**

This is a trainee level in the Civil or Environmental Engineering class. Incumbents are college students enrolled in a Civil or Environmental Engineering or similar program or recent college graduate with a Civil or Environmental Engineering degree and are expected to have basic knowledge of the fundamentals of engineering. Incumbents in this class, work under the close and continuous supervision of staff engineers performing various task that are both technically challenging and educationally stimulating. Generally, work is observed and reviewed both during its performance and upon completion to ensure the intern is gaining full understanding of rules and procedures related to the job. Interns are considered to be in training status, and as assigned responsibilities and breadth of knowledge increase with experience, may be assigned more challenging responsibilities.

### **ESSENTIAL FUNCTIONS**

- Assist in researching regional waste acceptance programs for neighboring agencies.
- Compare and contrast local disposal agency processes and provide input on the District's solid waste acceptance program.
- Visit active construction and landfill sites throughout the District property to gain an understanding of the challenges and processes of operating a solid waste management facility.
- Perform internal record keeping review.
- Compile landfill gas field data for use in operation and reporting to regulators
- Assist with storm water best management practice implementation and sampling.
- Assist the engineering team with GPS and optical surveying.
- Assist in identifying process improvements.
- Provide engineering support assistance for quality issues as required.
- Attend and participate in engineering staff meetings and project assignment meetings.

### **QUALIFICATIONS**

#### **Skills:**

- Excellent written and verbal communication skills.
- Must be detail-oriented and possess excellent follow up skills.
- Must be flexible and able to work overtime when required.
- Must be organized and work well with constant priority changes
- Strong written, verbal, analytical and interpersonal skills required. Must display maturity and a high level of professionalism.

#### **Knowledge of:**

- The fundamentals of engineering practices.
- Research techniques and procedures.
- Working knowledge of computer programs (MS Office Excel, Word and Outlook).

**Ability to:**

- Perform assigned work activities in a safe manner.
- Demonstrate acceptance of responsibility; show pride in work performed; demonstrate flexibility in acceptance of assignments.
- Understand and carry out oral and written directions.
- Maintain professional behavior and appearance; establish and maintain cooperative working relationships.
- Apply sound judgment in a variety of circumstances with or without specific instructions.
- Learn to recognize unusual, inefficient, or dangerous operating conditions.
- Keep accurate records and prepare required reports.
- Adhere to an assigned work schedule and meet District Attendance Standards.

**Education and Training:** Junior-level standing or higher in engineering course work leading to an Engineering degree from an accredited college or university. High School diploma required.

**PHYSICAL AND SENSORY REQUIREMENTS** - The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands** – Sit/stand/walk for 8 hour shift. Frequently stand and walk on uneven surface; sit for extended periods; ability to: grip, twist, reach, stoop, kneel or crouch to pick up or move objects; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including telephones, calculators, cash register, copiers, and fax machine.

**Mental Demands** - While performing the duties of this class, employees are regularly required to: communicate effectively in both written and verbal form; capable of establishing priorities among the essential functions of the job and coordinating these priorities with others; interact with all levels of District management and personnel, and the public.

**Work Environment** - The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Employees work in typical office environment and while performing work outdoors, will be exposed to environmental elements such as, dirt, dust, mud, garbage, moderate noise levels and unpleasant odors.

**ACKNOWLEDGEMENT**

I verify that I have received a copy of the job description and I understand the requirements of this position.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name – Please Print