

Poudre Valley Rural Electric Association, Inc.
Job Description

POSITION: Engineering Intern
DEPARTMENT: Engineering
REPORTS TO: Distribution Design Supervisor
CLASSIFICATION: Part-time/Full-time (Hourly, Non-exempt)

POSITION SUMMARY

To provide assistance to the Association's Engineering and Operations Departments on an as needed basis, with or without reasonable accommodation.

ESSENTIAL JOB FUNCTIONS

- 1) Conduct data compilation and analysis as directed.
- 2) Assist in preparing, field verifying and maintaining the Association's mapping systems.
- 3) Provide hardcopy and electronic maps and drawings for internal and external needs.
- 4) Assist Distribution Designers/Engineering Aide by assisting in staking operations, drawings and other work order preparation.
- 5) Research documents, contracts, data bases, permits, easements as directed.
- 6) Assist with GPS mapping of existing and new facilities.
- 7) Scan/file work orders, maps, contracts and other documents as needed.
- 8) Work according to the safety rules and company policies, as adopted by PVREA and is responsible for own safety and reports all accidents in accordance with Association policies.
- 9) Interact with all departments of the Association as well as with members, the general public, other utility personnel, governmental agencies and equipment vendors in a kind and courteous manner.
- 10) Collaborate effectively and successfully with fellow employees to achieve department and company-wide goals and build a team-focused environment.
- 11) Regular and predictable attendance are essential functions of the position.
- 12) Perform other duties within his or her capabilities as directed by his or her supervisors.

JOB QUALIFICATIONS

Education and/or formal training needed: High school diploma or equivalent is required; enrollment in an Engineering or Construction Management degree program/classes or an applicable trade program is preferred.

Experience needed: Prior experience drafting, surveying or mapping is preferred.

Knowledge, skill and abilities needed: Must have knowledge of drafting, mapping and geospatial software. Must be familiar with land descriptions, local, state and federal geo-databases and availability of information systems. Must have sufficient mathematic, algebra and trigonometry training. Must become familiar with the Association's service territory.



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Driving: Must possess a valid Colorado Driver's License and operate a company non-DOT vehicle.

Mental Demands: This employee must be able to work well with the public, Association members, and other Association employees. He/she needs to be able to remember what was done and schedule and prioritize future work, stay alert even when the work is repetitious, and work well with detail. He/she must be able to learn new procedures and equipment, and demonstrate flexibility in all areas. The job may occasionally require ingenuity, problem solving, analytic ability, auditory discrimination, writing ability and imagination. This job can be stressful at times; however, composure must be maintained at all times with members and co-workers.

Physical Demands: He/she must be capable of performing the Essential Job Functions of the position with or without reasonable accommodation. He/she employee spends approximately 50% of the day standing/walking and 50% of the day sitting at a desk or in a vehicle (percentages will vary depending on the work to be accomplished). He/she may be required to move equipment that may weigh as much as 50 pounds.

MATERIALS AND EQUIPMENT USED

General office equipment, personal/networked computers, printers, plotters, facsimile machines, two-way radios, drafting, surveying, and engineering equipment.

WORKING CONDITIONS

The Engineering Intern spends about 50% of his/her time indoors or in a vehicle. The remainder of the time is spent outdoors in all kinds of weather. The estimated noise level is 50-90 decibels.

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.



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