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| **High school summer intern: Engineering Internship** | | |
| Program  **Youth Employment Project** | | |
| Position Title  **Engineering Intern** | | |
| Reports to:  **P.O.C at the Business** | | |
| Job Description Number | Pay Grade | Revision Date |

**Job Summary:**

Energetic, interested assistant prepared to support the engineering department. Will support projects and on a rotating basis all departments, teams and special projects as requested.

**Essential Functions:**

* **Project Assistance:** With major projects occurring this summer, the intern can assist in various tasks such as daily inspections/construction staking; construction staking and surveying require a minimum of two people to perform effectively.
* **Administrative Support**: Beyond project-related tasks, the intern can contribute to the organization of the Engineering Department by assisting with filing and organizing the engineering storage room. We often do not have the time to spend on this task.
* **Flexibility**: We understand the importance of flexibility and can work with 1 or 2 interns over different employment ranges from 2 weeks to 8 weeks and different work hours.
* **Development**: By providing opportunities for high school students to work in an engineering setting, we will contribute to development and interest in the field. The internship experience can serve as a stepping stone for individuals interested in pursuing a career in engineering or related fields.

**Qualifications and Requirements**:

**Ability to work in a construction environment**: Given the nature of our projects, the intern must be comfortable working outside and in a construction environment.

**Desire to pursue a related field or engineering**: We seek candidates who have a genuine interest in the engineering field or construction and are eager to learn and contribute to our projects.

**Hours**: variable schedule, up to 40 hours per week during the summer. Flexible scheduling.

$12.50 per hour

**Completes other duties as assigned or required to support the program(s).**

***APPROVALS***

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Employee Signature Date

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Immediate Supervisor Signature Date

***HUMAN RESOURCES DEPARTMENT***

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Human Resources Signature Date