



Terrebonne Parish Consolidated Government

JOB DESCRIPTION

POSITION TITLE.....:	Intern (Part-time)
DEPARTMENT.....:	Public Works
DIVISION.....:	Engineering, Road & Bridges, Drainage & Capital Improvements
CLASSIFICATION/GRADE.....:	Summer Intern
REVISED.....:	03/2016
REPORTS TO.....:	Public Works Director, Staff Engineer or Division Superintendent
REVIEWED.....:	03/2017
WAGES.....:	Hourly

*****PLEASE SUBMIT YOUR CURRENT TRANSCRIPT WITH APPLICATION *****

SUMMARY:

Assists the Public Works Director, any of his Staff Engineers &/or any of his Division Superintendents in the management of Capital Projects and scheduling work so that assigned projects are completed in a timely manner. Performs engineering &/or project management, research and design work of a routine nature under the direct supervision of his supervisor. Assists with the creation and maintenance of numerous GIS layers including but are not limited to layers such as culverts, catch basins, rights-of-ways, forced drainage, subdivisions, streets, bridges etc.

BASIC FUNCTIONS:

1. Under the supervision of his supervisor, performs engineering research, project management, design work, prepares drawings and cost estimates, and assists in the preparation of contract documents and specifications for projects assigned to the Public Works Department.
2. Assists in the management of Capital Projects for the Department of Public Works.
3. Assists in the checking of constructed subdivisions for compliance with Planning Commission Regulations, Commercial Building Permits &/or assists with management of any ongoing Public Works Projects.

OTHER REQUIREMENTS:

1. Assists in the maintenance of files necessary to provide for the proper administration of TPCG Department of Public Works capital projects.
2. Assists in the maintenance of files necessary to provide for the proper administration of TPCG Department of Public Works Subdivision, Building Permit Files and any ongoing Public Works Projects.
3. Assists in the maintenance of the Public Works GIS System.
4. Other tasks as requested and assigned by his supervisor.
5. Must have a valid Louisiana vehicle operator's license.
6. Engineering background, mathematical aptitude &/or Project Management training are necessary along with a working knowledge of mathematics and basic engineering principals.
7. Must be computer efficient with a minimum of Microsoft Word, Excel, Projects and Outlook (sending and responding to emails).

EDUCATION/EXPERIENCE:

1. **Terrebonne Parish resident preferred** and at least 18 years of age.
2. **Must have obtained a Junior or Senior status** in Civil Engineering, Project Management or related Field by May 2017.