



# Terrebonne Parish Consolidated Government

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## JOB DESCRIPTION

**POSITION TITLE.....:** Intern (**Part-Time**)  
**DEPARTMENT.....:** Public Works  
**DIVISION.....:** Engineering  
**CLASSIFICATION/GRADE.....:** Summer Intern  
**REVISED.....:** 02/2014  
**REPORTS TO.....:** Staff Engineer  
**REVIEWED.....:** 03/2018  
**WAGES.....:** Hourly

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

#### **SUMMARY:**

Assists Staff Engineers/Engineers in the management of Capital Projects and scheduling work so that assigned projects are completed in a timely manner. Performs engineering research and design work of a routine nature under the direct supervision of an engineer. 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 etc.

#### **BASIC FUNCTIONS:**

1. Under the supervision of the Staff Engineer or Engineers, performs engineering research and design work, prepares drawings and cost estimates, and assists in the preparation of contract documents and specifications for projects assigned to the Engineering Division.
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 as well as Commercial Building Permits.

#### **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 and Building Permit Files.
3. Assists in the maintenance of the Public Works GIS System.
4. Other tasks as requested and assigned by the Staff Engineer/Engineers.
5. Must have a valid Louisiana vehicle operator’s license.
6. Engineering background and mathematical aptitude are necessary along with a working knowledge of mathematics and engineering.
7. Must have the ability to operate a personal computer.

#### **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 or related Field by May 2018.**