San Juan County
Invites Applications for:
Engineering – Summer Intern

Position: Engineering – Summer Intern - San Juan Island
Seasonal position available June – September (approx. 3-4 months).

Department: Public Works

Type: Seasonal/temporary, Full-time, FLSA non-exempt

Starting Salary: Range H-5, Step 1, $19.11 per hour

Opening Date: May 20, 2015

Closing Date: Open until filled.

BASIC FUNCTION: Performs entry level engineering work for the design of public works projects, including research, planning and design. Projects include County roadways, storm drainage and marine facilities. Works under general supervision and/or direction of a higher level.

MINIMUM QUALIFICATIONS: Enrolled as a junior or senior in a Bachelor of Science in Civil Engineering program or closely related field and a valid Washington State driver’s license required.

PRINCIPAL DUTIES - Asterisk designates essential function:
*1. Performs responsible engineering work involved in the design of roads and other public works projects. Makes calculations in accordance with standard principles and practices of civil engineering. Prepares plans, specifications and estimates for the design, construction and maintenance of projects.
*2. Uses the latest versions of computer software for computer assisted design (Civil 3D), general office software (Excel and Word), and geographic information systems (ArcMAP).
*3. Acts as on-site inspector during construction to ensure compliance with standards by contractors and staff performing work in County Road Rights of Way. Assists with construction management responsibilities as assigned
*4. Interprets, analyzes and applies survey information to design tasks. Researches deeds, legal descriptions, survey records, plats, etc. to determine ownership.
*5. Reviews drainage plans submitted by engineers or citizens for technical aspects and compliance with County requirements.
*6. Reviews Right-of-Way and development applications for technical aspects and compliance with County requirements. Inspects plat roads for compliance.
7. May perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance workload.

PHYSICAL AND MENTAL REQUIREMENTS: Requires frequent sitting, standing and occasional walking. The employee is occasionally required to lift objects weighing up to 10 lbs. and must infrequently lift more than 20 pounds or carry objects with both hands and arms. This position frequently requires continuous hand and finger movement. This position frequently requires visual acuity at 20 inches or less, and frequent hearing acuity for speech discrimination. The employee must be able to talk and to receive and understand written and oral communication and give written and oral instruction. The position requires the ability to complete mathematical calculations for modeling and analysis.
EQUIPMENT REQUIREMENTS:

<table>
<thead>
<tr>
<th>Equipment/Tool</th>
<th>No. of Hours</th>
<th>Frequency of use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maps, aerial photos, measuring tools</td>
<td>0.5</td>
<td>x</td>
</tr>
<tr>
<td>Camera, video camera</td>
<td>1</td>
<td>x</td>
</tr>
<tr>
<td>Vehicle</td>
<td>2</td>
<td>x</td>
</tr>
<tr>
<td>Telephone</td>
<td>0.5</td>
<td>x</td>
</tr>
<tr>
<td>Copy machine, Plotter</td>
<td>2</td>
<td>x</td>
</tr>
<tr>
<td>Computer Software</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Civil 3D, ArcMAP</td>
<td>5</td>
<td>x</td>
</tr>
<tr>
<td>Word Processor, Spreadsheet</td>
<td>2</td>
<td>x</td>
</tr>
<tr>
<td>Survey Equipment</td>
<td>1</td>
<td>x</td>
</tr>
</tbody>
</table>

WORKING CONDITIONS: 50% normal office environment and 50% field activities. Some travel both in-county and outside county required. May include travel in small aircraft or small boats.

Submit Completed Applications to:
Human Resources, County Administration
350 Court Street, #5 (mailing address)
55 Second Street, Room 206 (office location)
Friday Harbor, WA 98250
FAX: (360) 370-5085

For information and application materials, contact:
www.sanjuanco.com or (360) 370-7402

EMPLOYMENT APPLICATION: An application form is required for all County job openings. It is important that you review the application form carefully. An incomplete application form may disqualify you. Applications will be accepted for current job openings only. If you are applying for more than one job opening, a separate application form is required for each position. Applicants may attach other information that will assist us in the review and selection process. Such information might include a cover letter, resume and/or references.

San Juan County is an Equal Opportunity Employer.

Please let us know if you need any accommodation to participate in the application process.