

# City of Springfield, Oregon: Public Works CECOP Intern (Civil Engineering Cooperative Program)

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

<b>Representation:</b> Not Represented	<b>FSLA:</b> Non-exempt
<b>Job Code:</b> 005497	<b>Grade/Range:</b> 26 (Juniors Step 1; Seniors Step 2)
<b>Department:</b> Public Works	<b>Effective Date:</b> 09/2005 (Revised 03/07)

### General Summary of Duties

Under the general supervision of a Public Works supervisor, performs various technical and paraprofessional tasks that support public works transportation and traffic engineering projects. Performs related duties as required.

### Distinguishing Characteristics

This is a temporary seasonal position part of the Public Works Civil Engineering Cooperative Program (CECOP) which is designed to provide hands-on work experiences for college students enrolled in engineering programs that could lead to a career as a Public Works professional engineer.

**Supervision Received and Exercised: Reports to a Public Works Supervisor. Does not supervise.**

**Essential Job Functions: Any one position may not include all of the duties listed nor do the listed examples include all tasks, which may be found in positions of this class.**

- Reviews maps and drawings of the City's and County's transportation system to identify access points, property ownership, and general topography;
- Operates CADD, GIS, traffic data analysis, traffic signal timing, traffic signal control hardware and software systems;
- Completes planning studies, performs design calculations and develops preliminary or final plans, specifications and estimate documents for construction of public works projects;
- Conducts traffic operational assessment, following an established methodology, to identify and document traffic flow characteristics including: volume, delay, and queue, of motor vehicles, bicycles, and pedestrians;
- Accesses and evaluates under developed or not developed public right of way for suitability for use as vehicle, bicycle, or pedestrian ways;
- Accesses street lighting and traffic signal control equipment to inspect or program software;
- Documents results of inspections and assessment in an inspection log, including photo documentation;

- Enters data into a City database and generates reports as needed;
- Operates basic field tools such as camera, tape measure, measuring wheel, and traffic counters;
- Maintains positive working relationships with property owners, private citizens and City staff;
- Performs other related duties consistent with the role and function of the classification.

### Qualifications

**Knowledge of:**

- Computers and their use in the engineering office;
- Transportation and traffic planning, design, construction, and operation;
- Basic use of field measurement devices;
- Field collection methods such as assessment or survey work;

**Ability to:**

- Learn traffic planning, design, construction, operation terms, procedures, and methods;
- Operate simple instruments to evaluate traffic characteristics;
- Work reliably as part of a team, with regular, dependable attendance during normal work hours;
- Carry modest weight, including survey and measuring tools, notebooks, and camera, over uneven terrain;
- Accurately collect data in the field, according to the methodology;
- Transfer field collected data into the City's computer database;
- Establish and maintain good public relations with the public, property owners, citizens;
- Walk on uneven or undeveloped terrain;
- Work safely in areas of heavy traffic flow;
- Establish and maintain effective work relationships with coworkers,
- Communicate both orally and in writing;
- Use a computer and associated software in order to perform the essential functions of the position;

**Experience and Training: Any equivalent combination of education and experience which provides the knowledge, skills and abilities required to perform the job. A typical way to obtain the knowledge, skills and abilities would be:**

**Training:** Completion of coursework or experience in civil engineering, with emphasis in transportation or traffic sub areas.

**Experience:** Although training will be provided on all aspects of project prior to office or field work, experience using computer documentation and manuals, is desired. Experience working with AutoCAD is required.

### Required Special Qualifications

- Must be 18 years of age or older
- Must possess a valid Oregon driver's license

### **Working Conditions**

The principle duties of the classification are performed as a team member in office and field settings, and regular attendance during City and Department business hours of operation is an essential function to keep the team working. Incumbents must be able to safely work near heavy traffic. The incumbent must have the mobility and ability to perform job duties at various sites on a regular basis.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to the disability and the ability of the hiring department to accommodate the limitation.

#### **Classification History:**

2005.09: Classification created to reflect the creation of the CECOP intern position.

2007.03: Increased grade to 26 to reflect CECOP program standard of intern pay.