



## ENGINEERING SERVICES DEPARTMENT

P.O. Box 970 • 414 E. First Street • Newberg, Oregon 97132 • 503.537.1273 • Fax 503.537.1277

**ADVERTISEMENT  
POST UNTIL May 31, 2013**

**ENGINEERING SERVICES DEPARTMENT  
INVITES APPLICATIONS FOR**

**ENGINEERING INTERN**

(Part-time Temporary Position, 1 Year Maximum)

**Hourly Pay: \$12 to \$16 per hour and will be determined upon review of qualifications.  
The position does not include medical, dental, or vision benefits.**

### **THE POSITION**

Performs a variety of entry level technical work in support of engineering, environmental, development, and GIS functions, for the Engineering Services Department. Work involves practical application of basic scientific and/or engineering principals and knowledge. Specific tasks may include assisting in conducting engineering surveys, collecting engineering data and performing drafting, designs, field and office assignments, cost estimating, database maintenance, construction inspection, review of private project development plans, internal document reviews, and research.

Schedule is normally Monday through Friday, up to 29 hours per week, to be discussed at time of employment offer.

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

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

1. Graduation from high school or GED, and an associate's degree in Civil Engineering; or multiple years of varied technical Civil engineering related work.
2. Bachelor of Science in Civil Engineering and a job history of varied technical engineering related work.

#### **Knowledge of:**

Principles, practices, terminology, techniques and instruments related to area of assignment. Use of computers and applicable computer applications, for drafting, mapping, locating, record keeping and other engineering tasks. Standard office practices and procedures for maintaining and setting up manual and electronic files. Basic arithmetic, algebra, geometry and trigonometry skills. Data gathering and research skills.

**Ability to:**

Complete (with minimal supervision) the preparation of skilled civil related drawings, surveying, and related computations. Operate a variety of electronic surveying equipment. Operate automated drafting and mapping equipment. Prepare clear and concise records, reports and files. Gather and compile data from a variety of sources. Communicate effectively, both orally and in writing. Review documents for accuracy and obtain information from technical documents.

Must possess a valid State of Oregon driver license or have the ability to obtain one prior to employment.

Must be able and willing to work indoors and outdoors in all types of weather conditions and physical surroundings. Must be able to interact well with the public and fellow employees.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position.

The job advertisement is designed to give general information and is not all encompassing.

**SELECTION PROCESS**

Formal application rating on education, training and experience; oral interview and reference check; and job related tests may be required. A successful drug screen, criminal background check and national fingerprint-based record check will be required as a condition of employment.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**Applications** are available from:

City of Newberg  
Human Resources Department  
Online Application at <http://newbergoregon.gov/>  
mail: P.O. Box 970  
location: 414 E. First Street  
Newberg, OR 97132  
503.537.1261

**Closing Date:** May 31<sup>th</sup>, 2013 **by 4:00 pm**  
Applications are required and must be received in the  
Human Resources Department no later than this date and time.

*The City of Newberg is an Equal Opportunity /Affirmative Action Employer and a Drug & Violence Free Workplace*  
This employment opportunity is open to all persons without regard to race, color, religion, national origin, age, sex, marital status, political affiliation, veterans' status, physical or mental disability, sexual orientation, gender identity or any other status protected by federal, state or local laws.