



JOB DESCRIPTION

Department	Department of Public Works
Location	Roger Prange, 8600 Green Bay Road, Pleasant Prairie WI 53158
Job Title	Engineering Intern – Department of Public Works
Classification	Hourly/Non-exempt
Pay Range	\$17.50/hr. - \$21.88/hr. SL04

Job Summary

The primary responsibility of the Engineering Intern is to create and analyze management reports and support to the Public Works Department. Specific duties included within this position are, but not limited to the following: development, analyzing, and monitoring of GIS reports using ESRI Software, querying of data from the Village asset management software, monitoring of Village maintenance programs, assist in performing utility maintenance, assist in monitoring inventory. Must also possess strong communication, interpersonal, organizational, and customer service skills as well as working knowledge of Microsoft Office and GIS concepts. This position is scheduled Monday – Friday between 7:00 a.m. – 3:30 p.m.; although, some weekend or evening work may be required.

Job Duties

- Supports in the development and analysis of management reports from Village asset management software.
- Supports in the development and analysis of SCADA reports using Historian software.
- Supports in the development and analysis of reports using Crystal reports software.
- Supports in the development and analysis of reports to manage Village fleet.
- Supports in the development and analysis of preventative maintenance schedules for Public Works infrastructure.
- Supports in the development and analysis of energy reports for Public works operations.
- Supports in the development and analysis of Fuelmaster software reports.
- Supports in the development and analysis of Fleet maintenance reports.
- Utilizes Village GIS software to generate reports.
- Evaluates and creates reports for utility video inspections.
- Monitors and supports with the management of Village sewer meter maintenance and flow monitoring.
- Monitors and supports with the management of Village water meters.
- Assists in the management of the Village Sewer surcharge program.
- Assists Public Works staff on any projects as required.
- Establishes and maintains effective working relationships with supervisors, coworkers and the public.
- Follows Village policies, safety procedures, codes, and ordinances. Knowledge and be able to follow safety procedures.
- Performs other duties and special assignments as directed within the scope of the Community Development Department.

Physical Requirements

- Requires the ability to read and interpret regulations, technical manuals, and information and ideas so others will understand. Must be able to exchange accurate information in these situations.
- Frequent operation of a computer, phone, copier, and other office equipment.
- Frequent movement about the Village of Pleasant Prairie boundary, development sites, and office spaces.
- Occasionally carries, pushes, pulls, reaches, or lifts equipment and parts weighing up to 50 lbs.
- Work is primarily performed in an indoor office environment, but exposure to adverse outdoor conditions may occasionally occur during required building and site inspections.

Requirements - educational, certifications and experience

- Pursuing a Bachelor or Associate Degree in Civil Engineering, Information Management, Urban Planning, or related field.
- Proficiency with Microsoft Office applications.
- Familiarity with ESRI, ArcGIS, SCADA, or Crystal software is preferred.
- Ability to pass certification for First Aid - CPR training upon hire.

I have read and understand the job duties and physical requirements of this position.

Signature

Date

Rev.1/2023

Village of Pleasant Prairie is an Equal Opportunity Employer.