Engineering Intern

Position Classification: Seasonal
Non-exempt, Non-Union

RESPONSIBILITIES

This position provides engineering support to the Authority’s Engineering, Water Quality and Operations Divisions, including engineering design and administrative support, construction administration, field-staff supervision and related duties.

Examples responsibilities include: complete tasks using computer aided design software to develop site plans, design drawings, etc. in accordance with engineering standards and best practices; complete engineering tasks using applications such as GIS, hydraulic models, etc.; conduct construction administration tasks for main rehabilitation, pump station improvements, treatment upgrades, projects, etc.; administer tasks related to development projects; and water quality data management.

AUTHORITY

This position works under the direction of the Authority’s Senior Civil Engineer, or assigned alternate(s). This is position requires interaction with the general public and local, County, State and Federal public agency representatives.

REPORTING

This position will be assigned to work at the Authority Headquarters located at 19 Saddle Road in Cedar Knolls, NJ 07927, and at any other of the Authority’s facilities and throughout the Authority’s service area. The normal assigned work days are Monday through Friday, beginning at 7:30 a.m. to 4:00 p.m. with a one-hour non-paid lunch. The start and finish times of a work day may vary depending on Authority needs. Office assignments will be supplemented with Authority field work activities. Work activities may be scheduled on a 24/7 basis.

QUALIFICATIONS

Prior to start date:

1. As a condition of employment, after an offer has been issued but before employment has commenced, the successful applicant must successfully complete a background check and an illegal substance test.

2. Possess a valid New Jersey Basic Driver’s License.
Mandatory:

1. Maintain a valid New Jersey Basic Driver’s License.
2. Excellent comprehension, written and oral communication skills in English.
3. Intermediate level proficiency in Microsoft Office and AutoCAD.