City of San Antonio
Internship Opportunity

Position: Civil Engineer Tech Intern
Salary: $15.00 per hour

Job Summary:
Under general supervision, is responsible for performing journey level technical engineering work securing technical data necessary in initiating engineering related projects

Essential Job Functions:
• Conduct Field surveys to locate distresses on existing sidewalks. Preparing field notes using IPAD.
• Take an inventory of existing infrastructure along street construction projects. Directs and advises survey field crews and draftsmen.
• Assists in GIS, maps, and specifications for municipal public works projects. Prepares, updates, and reviews cost estimates for projects.
• Investigates project site prior, during, and after construction. Researches existing technical data which may affect a project.
• Acts as point of contact for citizens, consultants, and/or contractors and assists in resolving complaints. Inputs and analyzes data from a GIS database.
• Maintains records and maps on projects assigned.
• Performs related duties and fulfills responsibilities as required.

Specific Duties:
• Calculate dimensions, square footage, profile and component specifications, and material quantities using calculator or computer.
• Read and review project blueprints and structural specifications to determine dimensions of structure or system and material requirements.
• Draft detailed dimensional drawings and design layouts for projects and to ensure conformance to specifications.
• Confer with supervisor to determine project details such as plan preparation, acceptance testing, and evaluation of field conditions.
• Analyze proposed site factors and design maps, graphs, tracings, and diagrams to illustrate findings.

Contact:
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