

## TOWN OF MILFORD - JOB DESCRIPTION

<b>JOB TITLE:</b>	Intern II – Engineering	<b>GRADE LEVEL:</b>	6
<b>CLASSIFICATION:</b>	Non-Exempt, Part-time/Full-time	<b>DEPT:</b>	DPW/OCD
<b>CREATED:</b>	2/5/2020	<b>REV DATES:</b>	2/5/2020

<b><u>Job Description:</u></b>	Under the direction of the Community Development and the Public Works Directors, the intern selected will assist staff with MS-4 stormwater compliance, GPS locating of structures for incorporation into the Town's GIS Map, field surveying, storm drain outfall identification and monitoring, water sampling, and assisting in database management.
<b><u>Accountability:</u></b>	Reports to the Public Works Director and/or the Community Development Director or designee.
<b><u>Equipment Used:</u></b>	Equipment used includes, but is not limited to: GIS Equipment, computers, water sampling equipment, keyboards, mobile devices, cameras and other related equipment.
<b><u>Environment:</u></b>	<b>Town Meetings:</b> <b>Inside:</b> <u>50 %</u> <b>Outside:</b> <u>50 %</u>

### Duties and Responsibilities:

**Note:** Except as specifically noted, the following functions are considered essential to this position. The listed duties, however, are not meant to be a complete listing of the duties which may be undertaken by this position.

1. Input existing assets into the Town’s Asset Management Software (Cartegraph OMS and ArcGIS).
2. Conduct field work and field investigations.
3. Collect public infrastructure and stormwater data using GIS equipment and software.
4. Database management and map preparation.
5. Performs other duties as assigned.
6. May work up to 40 hours per week
7. Perform other support functions as needed and/or other duties as assigned.

### Physical Activity Requirements:

Frequently, Occasionally, Seldom, Rarely or Not Required

<b><u>PRIMARY PHYSICAL REQUIREMENTS</u></b>	<b>F</b>	<b>O</b>	<b>S</b>	<b>R</b>	<b>N R</b>	<b><u>OTHER PHYSICAL CONSIDERATIONS</u></b>	<b>F</b>	<b>O</b>	<b>S</b>	<b>R</b>	<b>N R</b>
LIFT up to 10 lbs.:	X					Twisting		X			
LIFT 11 to 25 lbs.:		X				Bending:		X			
LIFT 26 to 50 lbs.:			X			Crawling:			X		
LIFT over 50 lbs.:			X			Squatting:		X			
CARRY up to 10 lbs.:	X					Kneeling:		X			
CARRY 11 to 25 lbs.:		X				Crouching:			X		
CARRY 26 to 50 lbs.:			X			Climbing:			X		
CARRY over 50 lbs.:			X			Balancing:			X		
REACH above shoulder height:	X					<b><u>WORK SURFACE(S)</u></b>					
REACH at shoulder height:	X					Standard office desk and chair. Carpeted, concrete and tile floors.					
REACH below shoulder height:		X				Grass, dirt, mud or asphalt when in the field. Ability to traverse rocks, uneven territory, mud and other elements of nature.					
PUSH/PULL:		X									

HAND MANIPULATION					
Grasping:	X				
Handling:	X				
Torquing:			X		
Fingering:			X		
Controls and Equipment: <b>Required</b>	X				

DURING AN 8-HOUR DAY, EMPLOYEE IS REQUIRED TO:		
	Consecutive Hrs 1 2 3 4 5 6 7 8	Total Hrs 1 2 3 4 5 6 7 8
Sit	<b>2-3</b>	<b>3-4</b>
Stand	<b>2-3</b>	<b>4-5</b>
Walk	<b>1-2</b>	<b>1-2</b>

*Controls and Equipment:*

Work is performed inside and out of doors in an environment which may include exposure to physical elements and/or to a number of disagreeable working conditions.

### Cognitive and Sensory Requirements:

Talking:	Necessary for communicating with others.
Hearing:	Necessary for communicating with staff, vendors and the public.
Sight:	Necessary for working on accounts, filing, etc.
Tasting & Smelling:	Not required.

### Specific Vocational Preparation Requirement(s):

Short demonstration only	X	Any "beyond short" demonstration up to and including 30 days.	X	30-90 days
91-180 days		181 days to 1 year		1 to 2 years
2 to 4 years		4 to 10 years		Over 10 years

<b>Required:</b>	<ol style="list-style-type: none"> <li>1. Good driving record</li> <li>2. Successful completion of at least one term of post-secondary education</li> <li>3. Ability to prepare and maintain, complete, accurate records</li> <li>4. Ability to meet deadlines while maintaining accuracy and attention to detail</li> <li>5. Ability to trouble shoot and/or problem solve in the absence of a supervisor</li> <li>6. Ability to maintain a professional demeanor and establish effective working relationships with associates, the public and staff, exercising appropriate courtesy and tact</li> <li>7. Ability to communication effectively with, and work with, all ages of the general public in a clear, concise manner</li> </ol>
<b>Experience</b>	<ol style="list-style-type: none"> <li>1. Experience using AutoCAD, ESRI, ArcGIS/ArcView is highly desirable.</li> <li>2. Basic understanding of geographical information systems (GIS), or computer aided design (CAD) methodology and principles is recommended.</li> </ol>
<b>Supervisory experience:</b>	N/A
<b>Licensure/Certification Requirements:</b>	Must possess a valid Driver's License.
<b>Other Training, and/or related Skills</b>	<ol style="list-style-type: none"> <li>1. Ability to establish priorities and work on multiple tasks.</li> <li>2. Ability to perform manual work under varying weather and working conditions.</li> </ol>

### Summary of Occupational Exposures:

<p><b>Summary of Occupational Exposures:</b></p> <ul style="list-style-type: none"> <li>▪ Some exposure to cleaning fluids, copier toner, etc.</li> <li>▪ Exposure to extreme heat or cold performing field work during inclement weather.</li> <li>▪ May be exposed to herbicides, pesticides, fuels, paints, solvents, hydraulic fluids, and fertilizers.</li> </ul>
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- May be exposed to poison ivy, oak, or sumac, and insects such as wasps, hornets, bees etc.
- Sun – wear sun block!

**Other Considerations and Requirements:**

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1. Must possess good oral and written communication skills.
2. Must be dependable.
3. Must be willing to learn new processes or equipment.
4. Works with and interacts with different employees, public officials, and citizens of the community.
5. Must be able to work independently while still being a team worker. Supervision required - Moderate to minimal. Goal is to function autonomously once the individual is familiar with scope of project.
6. Requires the projection of a positive attitude and image about the Town of Milford, a pleasant demeanor, and a commitment to service to the public and staff.
7. Requires that this employee treat the citizens of the Town and members of the staff with respect and courtesy to promote and maintain effective working relationships between taxpayers, the public and all Town departments.
8. The physical demands of the duties described her are representative of those that must be met by an employee to successfully perform the essential functions of this position.
9. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

**I acknowledge receipt of this job description and understand the functions of the position as specified above. I understand the job description is representative of the position, not all inclusive.**

**Signature**

**Date**

This job description was reviewed and approved by Dept Manager and HR on

4/8/2020