



**CITY OF BOULDER**  
**Planning and Development Services**

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1739 Broadway, Third Floor • P.O. Box 791, Boulder, Colorado 80306-0791

April 2016

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## **Internship Position – Engineering Intern**

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**POSITION TITLE:** Temporary Engineering Intern (Development Review)

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**OVERALL JOB OBJECTIVE:**

Under general supervision, to assist in public works development review activities, to work with the public on water, wastewater, drainage, flood management, transportation and right-of-way issues, and to perform related duties as required.

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**DUTIES AND RESPONSIBILITIES:**

1. Researches legal documents, surveys, construction drawings and as-built drawings, grants or dedications, development agreements and historical development/project records for information related to easements, ordinances, property ownership, public improvements, and reimbursements. Maintains related records.
  2. Reviews and maintains current records of as-built drawings and public works infrastructure.
  3. Assists other staff as necessary in approving building, right-of-way and access permits, and assessing and evaluating fees and financial guarantees.
  4. Assists other staff as necessary with inspecting construction projects located in or impacting public rights-of-way and public easements including work related to transportation, utility, stormwater, and flood control.
  5. Interacts with the public including applicants, citizens, developers, and engineering consultants on public works issues including:
    - Investigates complaints, performs field visits, and resolves problems related to public works infrastructure.
    - Responds to public inquiries.
  6. Other:
    - Performs related duties as required to meet the needs of the city.
    - Takes proper safety precautions to prevent accidents. Responsible for the safety of self, others, materials, and equipment. Uses all required safety equipment and follows all safety regulations, policies and procedures. Reports all accidents and damage to city property.
    - Responsible for knowing and complying with all city and department policies; participating in professional trainings and development; and adhering to attendance and workplace attire policies.
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**REQUIRED MINIMUM QUALIFICATIONS:**

Undergraduate course work in Civil Engineering, engineering technology, construction management or a related field. Demonstrated ability to read and interpret engineering construction drawings, surveys, plats, codes, and regulations. Effective written and verbal communication skills, including the ability to prepare clear and concise written correspondence. Strong interpersonal skills, including a demonstrated ability to deal effectively with the public. Demonstrated analytical and problem-solving skills. Effective organizational and time management skills. Computer experience including, word processing, spreadsheets, and database applications. Valid driver's license.

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To apply, e-mail your cover letter and resume to:

**City of Boulder** – Development Review Engineering  
ATTN: Edward Stafford, Development Review Manager  
[StaffordE@bouldercolorado.gov](mailto:StaffordE@bouldercolorado.gov)

**This position would begin ASAP, and is a paid internship at \$14.02 / hour, working less than 30 hours a week.**

**The Application Deadline is May 13, 2016 @ 5:00 pm (otherwise open until filled)**