

**CITY OF BOULDER  
POSITION DESCRIPTION**

DATE: 10/11

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

**DEPARTMENT/DIVISION:** Public Works/Development & Support Services

**OVERALL JOB OBJECTIVE:**

Under general supervision, to inspect and evaluate stormwater detention and stormwater quality facilities, maintain records, prepare correspondence and to perform related duties as required.

**DUTIES AND RESPONSIBILITIES:**

1. Inspects and evaluates stormwater detention and stormwater quality facilities for compliance with:
  - Approved Plans
  - Reports
  - Applicable city codes and regulations
  - Accepted maintenance practices
2. Maintains accurate inspection records.
3. Prepares correspondence to facility owners regarding deficiencies.
4. Assists with the development of overall inspection/maintenance program including:
  - tracking system
  - procedures
5. 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.

Generally, duties and responsibilities are listed from most to least critical or time consuming.

The City of Boulder is committed to hiring employees who provide excellent customer service. Our employees act with a high level of integrity, and take responsibility for their words and actions.

City of Boulder employees strive to respect and appreciate each individual's differences, and to work effectively with all people and their diverse backgrounds. We support candid and honest interactions, which respect other points of view, and are sensitive to communication differences. We achieve organizational goals through inclusive problem solving, planning, and decision-making. Community partnerships are included in this effort.

**BEHAVIORAL STANDARDS:**

Shares responsibility with all team members to develop a clear, unified city position, and takes responsibility to resolve differences.

Functions as a member of a team emphasizing a problem-solving orientation, effective communication, high integrity, effective and efficient service to the public and co-workers, and accountability in completion of

assigned projects.

Actively contributes to and participates as a member of a team, recognizes the needs of the team members and supports them, as needed, to provide for an equitable distribution of work.

Is accountable for communicating with colleagues, customers, the community, other department representatives, and supervisors in a clear, timely and appropriate manner.

Facilitates good communication with and between key stakeholders, including applicants and staff members. This includes providing information and obtaining feedback, listening to and respecting input, listening for high leverage opportunities, listening beyond the communication at the surface to hear the underlying intentions of others, encouraging participation, and confronting and directly addressing issues, as concerns arise.

Consistently demonstrates excellent customer service in all interactions with both internal and external customers; maintains standards of professionalism, respect and fairness.

Demonstrates initiative, is focused on continuous improvement and readily accepts and acts on coaching from supervisor and coworkers.

**CHAIN OF SUPERVISION:**

(1) TITLE OF IMMEDIATE SUPERVISOR: Engineering Review Manager

(2) TITLE(S) OF POSITION(S) OVER WHICH THIS POSITION HAS DIRECT SUPERVISION: None

**REQUIRED MINIMUM QUALIFICATIONS:**

Undergraduate course work in Civil Engineering or a related field. 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 Colorado driver's license.

**DESIRED QUALIFICATIONS – In addition to the required minimum qualifications:**

Bachelor's degree in Civil Engineering or related education. Experience in stormwater engineering and design. Familiarity with municipal codes and design standards, and engineering methods and materials. Related construction or field experience. Demonstrated ability to read and interpret engineering construction drawings, surveys, plats, codes, and regulations.

**WORKING CONDITIONS - Required Physical and Mental Effort, and Environmental Conditions:**

Physical Demands: Ability to perform both sedentary activity in an office environment and moderately strenuous physical activity in an outdoor environment; physical ability to stand, walk, climb, and kneel on varied terrain; regularly lifting and carrying including occasionally lifting objects over 100 pounds; frequent hand/eye coordination to operate personal computer and office equipment; vision for operating vehicles, reading, recording, and interpreting information; speech communication and hearing to maintain communication with employees and citizens.

Work Environment: Works in both a clean, comfortable office environment and in an outdoor environment in variable weather conditions. Occasional exposure to noise, adverse weather conditions, and machinery/equipment hazards.

Machines and equipment used include, but are not limited to the following: Frequently uses engineering scales and instrumentation, city vehicle, standard office equipment including personal computers, telephones, calculators, microfiche and microfilm reader and copy/fax machines.

**ACCOMMODATIONS:**

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this position.

Note: The above description is illustrative only. It is not meant to be all-inclusive.

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I understand that nothing in this position description restricts the city's right to assign or reassign duties and responsibilities to this job at any time. I also understand that this position description reflects the city's assignment of essential functions; it does not prescribe nor restrict the tasks that may be assigned. I further understand that this position description may be subject to change at any time.

I have reviewed this document and discussed its contents with my supervisor and I fully understand the nature and purpose of this position description and its related duties.

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Employee

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Date