

# Van Buren County Road Commission

## Job Description

**Title: Seasonal Engineering Intern**

**Date November 29, 2011**  
**Revised 01/22/2025**

### **General Summary**

The Seasonal Engineering position performs inspection and support functions for the engineering department.

**Supervision** - Reports to the Highway Engineer and Engineering Technicians.

**Starting Pay Rate and Hours**- \$16.43/hr first season, \$17.58/hr for additional seasons. 40 hours per week with overtime as required. Seasonal employees will work a maximum of 1500 hours in any calendar year. Typical work day: Mon-Thurs 6 a.m.-4:30 p.m. Seasonal employees are not eligible for other benefits, other than as required by law.

### **Essential Duties** -

Drafts and calculates field notes to document quantities, alignment, grade and locations according to project plans or to document monthly and final progress estimates.

Prepares daily reports required for each work activity, materials used and equipment condition.

Calculates dimensions, profile specifications, and quantities of materials such as pipe, concrete, and asphalt.

Inspects construction site for conformance to design specifications.

Responds to inquiries from contractors, developers, property owners, staff and the general public.

Investigates concerns regarding road conditions; evaluates situation; explains findings to supervisor and/or makes the necessary repairs.

Performs all duties to the appropriate safety and security standards.

Serves as a member of survey crew.

Performs traffic count and road ratings as needed.

Perform daily vehicle / equipment inspections (pre-trip and post-trip) and complete any and all related reports.

Ensure the cleanliness of your vehicle or equipment by removing any garbage, loose papers and objects, or anything other than secured issued equipment, such as first aid kit, triangles, fire extinguisher and emergency tool kit.

Other duties as assigned.

**Minimum Qualifications -**

Valid Michigan driver's license, high school diploma, GED or equivalent education required and at least one year experience in civil engineering and/or surveying preferred. Ability to communicate with the public courteously and effectively. Must be able to read a map or have the ability to be trained in reading a map. Ability to work independently as well as with other employees. Available to be on call and work extended hours.

**Special Requirements - None**

**Tools, Equipment, and/or Materials Used -**

Personal computer, including application programs for engineering, such as spreadsheet, and data bases; engineering calculator; motor vehicle; survey equipment; phone; mobile radio.

**Physical Demands -**

- Physical Mobility: Ability to walk extended distances, stand or sit for extended periods, and move over uneven terrain. Ability to perform work in extreme or unpleasant conditions.
- Vision: Ability to read instructions, directions and similar written information in letters, memos, forms and other documents.
- Hearing/Speaking: Ability to converse orally via telephone, radio and personally to receive and communicate information to employees and the public.
- Agility/Movement: Ability to lift, push, pull and manipulate tools, equipment, supplies and other objects often weighing up to 80 lbs.

**Disclaimer -** This job description does not constitute an employment agreement between the Road Commission and employee and is subject to change by the Road Commission as its needs and requirements of the job change.