

ITEM J

**CITY OF LA VISTA
MAYOR AND CITY COUNCIL REPORT
JANUARY 21, 2014 AGENDA**

Subject:	Type:	Submitted By:
POSITION DESCRIPTION	RESOLUTION ORDINANCE ♦ RECEIVE/FILE	JOE SOUCIE PUBLIC WORKS DIRECTOR

SYNOPSIS

A position description for the Public Works Intern has been created.

FISCAL IMPACT

N/A

RECOMMENDATION

Approval

BACKGROUND

A Public Works Intern position was created in August 2013, a job description was prepared and the position was subsequently filled. The position was recently vacated and as the process was started to backfill, it was discovered that the job description was apparently never presented to Council.

The job description is attached for your review.

POSITION DESCRIPTION CITY OF LA VISTA

POSITION TITLE: Public Works Intern
POSITION REPORTS TO: City Engineer
POSITION SUPERVISES:

DESCRIPTION:

Under the direction of the City Engineer, the student intern will be given the opportunity to experience general City Engineer and Public Works functions as well as project specific data collection, record keeping, infrastructure documentation, and compliance reporting. In addition there will be some exposure community development and planning methods through assistance to the City Engineer with development project reviews as well as specific procedures of the City of La Vista. This position is compensated through course credit received from the University, or an hourly wage as negotiated.

ESSENTIAL FUNCTIONS: (with or without reasonable accommodation)

1. Assist the City Engineer in day to day activities including: providing information on land development applications, assisting with review of building permit applications, review of construction plans, and providing information to interested persons.
2. Assist the Street Superintendent with establishing and maintaining a pavement management system.
3. Assist the City Engineer or other Public Works staff with digitizing and organizing infrastructure records (plans, specifications, etc.) in a manner that allows retrieval of such records more efficiently and expediently. This will include ongoing maintenance of such records.
4. Researches and assists with the preparation of specifications or plans for infrastructure improvements including data collection, obtaining applicable design standards, and research on materials and methods used by other agencies to solve similar problems or needs.
5. Perform field inspections, site inventories and/or windshield surveys for special projects or plan updates. This may include data collection for ongoing Performance Measures assessment of Public Works Divisions.
6. Update infrastructure maps utilizing AutoCAD or ARCGis or other similar computer programs.
7. May conduct special studies as requested.
8. Assist with general office duties.
9. Perform additional duties as assigned.

ESSENTIAL PHYSICAL AND ENVIRONMENTAL DEMANDS

The physical and environmental demands listed here are representative of those that must be met and tolerated by an employee to successfully perform the essential functions of the job.

- Work is performed both indoors and outdoors year round.
- Periodically and during inclement weather, project sites may be dusty, noisy and hazardous.
- While performing the duties of this job, the employee is occasionally asked to stand or sit; walk; use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk and hear.
- Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Hearing abilities must be correctable to level adequate to perform essential functions.
- Incumbents must have the ability to transport themselves to and from project sites and lift up to 50 pounds.

Note: Physical examination and drug screening tests will follow all conditional offers of employment.

EDUCATION, TRAINING, LICENSE, CERTIFICATION AND EXPERIENCE

1. Must be 18 years of age or older.
2. Graduation from an accredited high school or GED.
3. Senior standing or graduate level student in Public Administration, Civil Engineering, Environmental or related field.
4. Must possess a valid driver's license.
5. "Student Intern" means one who is officially enrolled as a student with a recognized educational institution and has been officially recommended by his/her instructor or staff member of that institution (with a written correspondence and job application sent to the City Administrator) to participate as a student intern.

KNOWLEDGE, SKILLS AND ABILITIES

1. Ability to maintain regular and dependable attendance on the job and to work a varying schedule, including evenings and weekends upon request.
2. Ability to follow directions and work independently.
3. Knowledge and understanding of city engineering and/or public works principles, concepts and techniques.
4. Ability to establish and maintain effective working relations with city officials, volunteers, members of the public, and employees.
5. Ability to communicate effectively, both orally and in writing.
6. Ability to operate office equipment such as a photocopier and fax machine.
7. Ability to provide own transportation.
8. Basic computer skills and ability to use MS Office Professional programs.
9. Basic computer skills and ability to use computer-aided design and drafting programs and/or to use geographic information system programs.

I have read and understand the requirements of this position description.

Signature

Date