



NIAGARA COUNTY JOB POSTING

OPEN TO THE PUBLIC

TITLE/POSITION #: Engineering Intern

PAY RATE: \$16.00/hour

DEPARTMENT/DIVISION: DPW - Engineering

WORK LOCATION: Lockport, NY

STATUS: Temporary 6 months

DESCRIPTION: For a complete job description and minimum requirements please visit:

<https://www.niagaracounty.com/Employment/Job-Specs-for-Civil-Service-Positions>

This is seasonal work that involves responsibility for performing routine work such as drafting, field measuring buildings, running prints and copies, assistance with field survey and other tasks of the department. The incumbent assists engineers and/or inspectors in carrying out their work. The work is performed under the direct supervision of an engineer or assigned supervisor who reviews reports and provides advisory assistance as necessary. The work is designed to provide internship opportunities to area college students while providing the department with seasonal employees. Does related work as required.

TYPICAL WORK ACTIVITIES: 1. Assists with field surveys; 2. Assists assigned engineers or inspectors in carrying out their work by inspecting installed work, field measurements, making copies, and performing mathematical computations; 3. Prepares simple mathematical computations; 4. Maintains supplies of materials for the engineering office; 5. Makes drawings using computer aided drafting (CAD); 6. Scans in documents/plans for electronic filing of documents; 7. Operates office machines such as CAD work stations, calculators, scanners, copiers, etc.; 8. Performs routine office tasks such as filing, copying, bookbinding, errands, etc.; 9. Assists with annual record purging and preparing

**Applications, Job Specifications, Job Postings & Exam
Announcements can be found at:**

<https://niagara-portal.mycivilservice.com/>

Niagara County policy prohibits discrimination in employment, program activities, contracting, and procurement against any person due to such person's age, marital status, disability, genetic predisposition or carrier status, race, color, creed, sexual orientation, veterans status, national origin, or any other characteristic protected by federal or state law.

Niagara County is an Equal Opportunity Employer

documents for record storage; 10. Travels to perform aforementioned work activities.

MINIMUM QUALIFICATIONS: MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and current college enrollment in an engineering field. SPECIAL REQUIREMENT: 1. Candidates must submit documentation verifying college enrollment in an acceptable field; 2. Possession of a valid New York State driver's license at time of appointment and for the duration of employment.

DATE POSTED: 1/23/2023 DEADLINE: 2/5/2023

APPLY ELECTRONICALLY AT: <https://niagara-portal.mycivilservice.com/>

OR SUBMIT PAPER APPLICATIONS TO:

Niagara County Human Resources

111 Main Street – Suite G2, Lockport, NY 14094

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