



# GEAUGA COUNTY BOARD OF COMMISSIONERS

James W. Dvorak Timothy C. Lennon Ralph Spidalieri

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470 Center Street • Building 4 • Chardon, Ohio 44024-1071

***Job Opportunity #2398***  
***Posted from Friday, November 18, 2022 until filled***

*Position:* **Intern**  
*Department:* Water Resources  
*Work Hours:* 7:30 am – 4:00 pm (M-F)  
Temporary, up to 480 hours per semester/term

*Definition:*

Under direct supervision of the Engineering staff, performs a variety of unskilled to routine department related tasks; design and construction assistance, collects, analyzes and coordinates data for specified projects; performs related duties as required. Acceptance is contingent upon available opportunities.

*Qualifications:*

Enrolled in an undergraduate level program at a local, state or community college program relevant to civil engineering.

Have an attitude and commitment to being an active participant in the success of the Department.

*Knowledge, Skills and Abilities:*

Knowledge of general engineering principles and research techniques, including the ability to read and interpret construction blueprints.

Knowledge of software packages related to the field of study/industry, including Word, Excel, GIS and CAD.

Understanding of Department Policy and Procedures, Rules and Regulations, standard office practice and procedures\*;

Ability to read and write common vocabulary, follow and issue verbal and written instructions; calculate fractions, decimals and percentages; prepare meaningful, concise and accurate reports; maintain a variety of records, establish and maintain effective working relationships with co-workers and the general public; perform manual labor tasks; to work outdoors and in a variety of environmental conditions

\* *Developed after employment*

*Experience Requirements:*

Enrolled in an undergraduate level program relevant to civil engineering which provides the required knowledge, skills, and abilities in civil engineering;

Must hold and maintain a valid State of Ohio driver's license and acceptable driving record.

*Typical Examples of Duties & Percentage of Time:*

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| 70% | Researches and collects field data related to a specified project; analyzes and applies various models and/or principles; incorporates into design                               |
| 20% | Performs inspections; tracks contractor manpower, materials, daily activities, maintains daily reports.  |
| 5%  | Makes copies and reproductions or scans; proofs reports; performs data entry; compiles information for reports.  |
| 5%  | Meets all job safety requirements and standards that pertain to essential functions; Demonstrates regular and predictable attendance; Performs other related duties as assigned. |

Please submit your application and resume to the Geauga County Commissioners, 12611 Ravenwood Drive, Suite 350, Chardon, OH 44024 Attn: HR Administrator #2398

Details & Application: <https://bocc.geauga.oh.gov/public-notifications/job-opportunities>