

**CITY OF FORT WAYNE JOB POSTING**

**Applicants and Employees must meet duties/essential functions and minimum requirements.**

Job Vacancy:	<b>Intern – Electrical Engineering</b>	Department:	City Utilities Engineering
Requisition Number:	2023086		
Hours:	Varies	Rate of Pay:	\$15.00 - \$20.00 per hour
Date Posted Up:	01/10/2023	Date Posted Down:	Until filled
Time Up:	1:00 p.m.	Time Down:	

**SUMMARY**

Intern shall work under the direct supervision of an engineer within the City of Fort Wayne City Utilities Engineering Departments. The technical areas for which student will provide assistance will include electrical engineering including but not limited to day-to-day activities. The incumbent is expected to exercise good judgment, independence, initiative, and professional expertise in conducting day-to-day operations. All work duties and activities must be performed in accordance with the City and Utility's safety rules and operating regulations, policies and procedures as well as federal, state, and local regulations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the ability to interact with the public, City incumbents, and outside agencies with patience, tact, respect, and professionalism and the following. Other duties may be assigned.

- Field reconnaissance for purposes of gathering data on existing equipment
- Extensive use of Microsoft office Excel, Word, and PowerPoint for data gathering and information sharing.
- Verifying others plans and specifications against field conditions.
- Preliminary report preparation including condition of existing electrical equipment, researching electrical equipment options, attending meetings, and presenting recommendations for a project.
- Ability to shift focus between multiple projects or tasks as priorities are identified, or while waiting for actions from others.
- Analysis of electrical infrastructure, including switchgear, motor control centers, panelboards, motor starters and disconnects, circuit breakers, etc.
- Data collection used for planning activities or design.
- Construction item quantity take-off of design plans.
- Assistance to design engineers for planning, design and specification writing.
- Lift station inspections with reports.
- General research, data tracking systems, filing systems and other miscellaneous assignments as needed.

**PERFORMANCE EXPECTATIONS**

The incumbent is responsible to manage their performance in accordance with this job description and the performance expectations provided to them by management. If at any time the incumbent is unsure of their role or specific responsibilities, it is the incumbent's responsibility to refer to their job description and ask for clarification from their supervisor. Management will work with the incumbent, as needed, to ensure performance expectations are clearly communicated and performance goals are achieved.

**MINIMUM REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

Pursuing B.S. in Electrical Engineering or Electrical Engineering Technology. Interest in Environmental Engineering (Water and Wastewater facilities) is preferred. Minimum two years of college completed.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret scientific and technical information, financial reports, and legal documents. Ability to communicate effectively in order to manage staff and represent the electrical, controls, and instrumentation program at various meetings. Ability to maintain effective work relationships with developers, attorneys, engineers, contractors and utility customers.

**MATHEMATICAL SKILLS**

Ability to comprehend and apply principles of algebra and trigonometry. Student of calculus and higher math.

**REASONING ABILITY**

Ability to define unprecedented problems, collect data, establish facts, and draw valid conclusions by extending accepted methods or developing new ones. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to develop program work plans designed to improve or expand current service levels.

**CERTIFICATES, LICENSES, REGISTRATIONS**

If a City vehicle is used, successful applicants must have either;

- A valid Indiana Driver's License, or
- A valid driver's license accompanied with a notarized or certified copy of the individual's driving record from the state/region/country where such license was issued.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; stoop, kneel, crouch, or crawl; climb or balance and reach with hands and arms. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions and moving mechanical parts. The noise level in the work environment is usually moderate.

Applications may be submitted on-line at [www.cityoffortwayne.org](http://www.cityoffortwayne.org) or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen's Square, 1<sup>st</sup> Floor, 200 E. Berry Street, Fort Wayne IN between the hours of 8:00 a.m. – 4:00 p.m. Applicants must be 18 years of age or older. Applicants must be 21 years of age or older to hold a CDL with the City of Fort Wayne. Reasonable accommodations for person with a known disabling condition will be considered in accordance with State and Federal Law.

(Those individuals who accept employment with the City and live outside one of the six contiguous Indiana counties that border Allen County (DeKalb, Whitley, Noble, Huntington, Wells, and Adams) will have six (6) months from their start date to become residents of either Allen County or one of the six counties listed above. Policy and Procedure Number 204 Page: 1 of 1)

**Equal Opportunity Employer**

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.