

DELAWARE RIVER AND BAY AUTHORITY

Department: Engineering (Civil Engineering/Construction Management)
Class Title: Engineering Intern
Status: Non-Exempt
Reports To: Director of Engineering
Hourly Rate: \$12 Undergraduate Students - \$14 Graduate Program Students

I. POSITION SUMMARY

This position will be involved in multifaceted work in the areas of planning, design review (primarily for constructability, maintainability, and operability), construction management and inspection, project management, and contract administration. This position is assigned to the Engineering Division and is expected to carry out various assignments under the supervision of a Project Engineer. Responsibilities of this position may include reviewing plans and specifications, contractor/consultant payments, and project schedules, ensuring construction quality is in conformance with plans and specifications.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists in simultaneous projects in different geographical locations to include contract development, contract administration, construction management and inspection
- Interacts with the general public and governmental agencies; assist in obtaining permits for projects, review and approval of projects through Federal, State and local level regulatory agencies, review and approval with utility agencies
- Performs engineering calculations in support of civil engineering design projects
- Assists in analyzing problems and recommends solutions to problems
- Performs full range of contract administration and contracting official duties
- Responsible for following established safety practices while performing assigned duties to protect self, co-workers and the public from personal injury and to prevent damage to Authority property
- Assists Authority on wide range of maintenance/operations issues that involve engineering solutions
- Prepares and reads drawings, inspecting construction sites, responding to contractor questions, attending bid openings, and reviewing specifications.
- Uses computer-aided design/office software application skills (Excel, Word Perfect, MS Outlook and Project)
- Other duties as required
- Provide the highest level of customer service and professionalism to all internal and external customers

III. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Ability to prepare and interpret plans, maps and specifications; ability to participate in planning and engineering studies
- Ability to provide input to design processes
- Ability to conduct field investigations, organize materials and make clear, comprehensive and concise written reports
- Ability to provide superior customer service to everyone by responding in a courteous and efficient manner

IV. REQUIRED EDUCATION AND EXPERIENCE

- Sophomore, Junior or Senior in college with a major in construction/civil engineering/technology-related field from an accredited college or university

V. LICENSES, REGISTRATIONS, AND/OR CERTIFICATIONS

- Valid driver's license

VI. ADDITIONAL REQUIREMENTS

- Delaware River and Bay Authority requires all employees to have direct deposit with a financial institution or enroll in the payroll card program to receive their bi-weekly pay
- All potential employees will be subject to a background investigation
 - Subject to pre-employment drug testing

If you are interested in applying for this position please complete the on-line application at www.drba.net. In addition, please attach a resume to the completed application.

The Delaware River & Bay Authority is an Equal Opportunity Employer (EOE).