

**ENGINEERING INTERN
(Civil Engineering/Construction Management)**

Location: New Castle, Delaware

Hourly Rate: \$14.00 (Undergraduate Student)-\$15.00 (Graduate Program Students)

Opening Date: November 24, 2021

Closing Date: January 31, 2022

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, 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, project schedules, as well as construction quality for conformance with plans and specifications.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists on projects in different geographical locations to include contract development, contract administration, construction management and inspection
- Interacts with the general public and governmental agencies; assists in obtaining permits, and facilitates 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 construction inspection duties in coordination with inspection staff
- 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 the Authority on a wide range of maintenance/operations issues that involve engineering solutions
- Prepares and reads plans, responds to contractor questions, attends bid openings, and reviews specifications.
- Uses computer-aided design/office software applications skills (Excel, Word Perfect, MS Outlook and Project)
- Other duties as required
- Provides the highest level of customer service and professionalism to all internal and external customers

III. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Ability to interpret plans, specifications, and estimates; 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 an ABET-accredited college or university with a major in construction/civil engineering curriculum approved by the Engineer's Council for Professional Development, and/or the Delaware Association of professional Engineers or the New Jersey Board of professional Engineer's and Lane Surveyors

V. LICENSES, REGISTRATIONS, AND/OR CERTIFICATES

- 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

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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).

Rev 11/24/21