

**Tahoe City
Public Utility District**

Winner of the 2023 Best Place to Work Award!

Engineering Intern OPEN NOW

The Tahoe City Public Utility District is seeking qualified individuals to work as an Intern in our Engineering Department.

Duties include:

- Assist engineering staff with the planning, design, and construction of public infrastructure projects, including water distribution systems, wastewater collection, and recreational facilities
- Assist engineering staff with field inspections and site visits to observe and document construction activities
- Assist in data collection, entry, and analysis using GIS, AutoCAD, and Microsoft Office Suite

The ideal candidate:

- Currently enrolled in a Civil Engineering or related program at an accredited college or university.
- Completed at least two years of undergraduate coursework (junior or senior preferred)

Pay up to \$24.50/hour, Depending on Qualifications

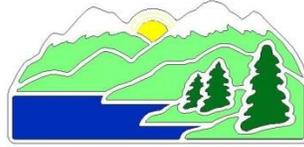
Please visit www.tcpud.org/jobs for information or

Email hr@tcpud.org with questions.

Submit a job application in order to be considered.

Position open until filled.

TCPUD is a drug-free workplace. TCPUD is an EOE.



TAHOE CITY PUBLIC UTILITY DISTRICT

Job Description

Job Title: Engineering Intern
Department: Engineering
Supervised By: Engineering Manager
FLSA Status: Non-Exempt
Revision Date: April 2025

JOB SUMMARY

To learn from, support, and collaborate with the District’s engineering professionals on a variety of technical tasks.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate and general supervision from the Engineering Manager. May receive technical and functional supervision from the Associate and Senior Civil Engineers.

ESSENTIAL FUNCTIONS

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Assist engineering staff with the planning, design, and construction of public infrastructure projects, including water distribution systems, wastewater collection, and recreational facilities
- Assist engineering staff with field inspections and site visits to observe and document construction activities
- Assist in data collection, entry, and analysis using GIS, AutoCAD, and Microsoft Office Suite
- Assist in the preparation of reports, maps, spreadsheets, and technical documentation
- Support the preparation of plans, specifications, cost estimates, and permit applications
- Perform administrative tasks such as organizing project files and assisting with public outreach materials
- Participate in project meetings with contractors, consultants, and TCPUD staff

EDUCATION AND TRAINING REQUIREMENTS

1. Education and Experience Requirements:

Education:

- Currently enrolled in a Civil Engineering or related program at an accredited college or university.
- Completed at least two years of undergraduate coursework (junior or senior preferred)

- Basic understanding of civil engineering principles, including hydraulics, hydrology, and construction methods
- Proficiency in Microsoft Office (Word, Excel, Outlook); familiarity with AutoCAD and GIS is a plus
- Strong written and verbal communication skills
- Ability to work independently and collaboratively in a team environment
- Valid driver's license and ability to conduct site visits in various weather conditions

INTERNSHIP DETAILS

- Duration: Summer (May – August) or based on academic calendar.
- Schedule: Full-time or flexible hours based on availability.

WORKING CONDITIONS

Work is performed in a typical temperature-controlled office environment subject to typical office noise and conditions.

Work is sometimes performed in an outdoor field environment with exposure to hot and cold temperatures; inclement weather; solvents and chemicals; water and electricity; and excessive noise.

Classified by: 

Date: 04/15/2025

Approved by: _____ Date: 04/15/2025

PHYSICAL JOB ANALYSIS

Daily Occurrence defined as: RARELY \leq one hour per day; OCCASIONALLY one to three hours per day; FREQUENTLY three to six hours per day; CONTINUOUSLY six to eight hours per day.

1. Gross Body Movement

<u>Activity</u>	<u>Daily Occurrence</u>
Sitting	Continuously
Standing	Occasionally
Walking	Occasionally
Walking on uneven terrain	Occasionally
Driving	Rarely
Hearing	Continuously
Speaking	Continuously
Seeing	Continuously

2. Job-Specific Body Movement

<u>Activity</u>	<u>Daily Occurrence</u>
Bending at waist	Occasionally
Climbing (stairs/ladders/etc.)	Occasionally
Crawling	Occasionally
Crouching	Occasionally
Kneeling	Occasionally
Pushing (<50 lbs.)	Occasionally
Pulling (<50 lbs.)	Occasionally
Stooping	Occasionally
Working at 8' above/below ground	Occasionally
Working/Reaching above shoulder level	Occasionally
Working/Reaching below shoulder level	Frequently
Working/Reaching at desk level	Frequently

3. Lifting

<u>Weight</u>	<u>Daily Occurrence</u>
1 to 10 lbs.	Occasionally
11 to 25 lbs.	Occasionally
26 to 50 lbs.	Occasionally
51 to 75 lbs.	N/A
76 to 100 lbs.	N/A
Over 100 lbs.	N/A

4. Hand Coordination

<u>Activity</u>	<u>Daily Occurrence</u>
Hand	
Pulling	Rarely
Pushing	Rarely
Fine Manipulation	
Typing/Keyboard	Continuously
Calculator	Occasionally
Writing	Frequently
Hand tools	Rarely
Equipment (nuts/bolts, etc.)	Rarely
Simple Grasping	
Files	Occasionally
Computer mouse	Continuously
Phone receiver	Frequently
Manipulating maps	Frequently

Power Grip	
Power tools	Rarely
Equipment (shovel, etc.)	Rarely
Arm	
Lateral	Rarely
Rotation	Rarely

5. Height of Objects Reached/ Used

<u>Object</u>	<u>Height</u>
Filing cabinets	Six feet from floor
Bookcases	Eight feet from floor

6. Mental Requirements

<u>Activity</u>	<u>Daily Occurrence</u>
Analyzing	Continuously
Identifying	Continuously
Interpreting	Continuously
Knowing	Continuously
Observing	Continuously
Problem Solving	Frequently
Remembering	Continuously
Understanding	Continuously
Explaining	Continuously