



Fairway Consulting + Engineering is a small business located in Covington, Louisiana. Fairway specializes in providing Civil, Structural, Environmental, and Management Consulting services to private, public, and industrial sector clients. We pride ourselves with providing high quality and responsive services while being flexible to our client's needs.

POSITION DESCRIPTION

Class Title: Civil Engineer Intern

Date Completed: January 20, 2020

Job Title of Immediate Supervisor: Vice President

Job Code: 0005

FLSA Status: NE

SUMMARY OF POSITION

The role of the Civil Engineer Intern (Intern) will be to work on smaller projects, and as a team member of a larger project under the close guidance and supervision for an engineer/designer. The Intern will evaluate, select, specify, and engineer systems or products for a project.

The Intern will perform a variety of tasks which may include calculations and field work. The smaller projects that an intern may be assigned will have relatively few complex features. The Intern will assist more senior engineers/designers by performing the routine aspects of civil engineering assignments, and may also assist in the analysis of proposed projects.

The Civil Engineer Intern will assist our project engineers throughout the design process of infrastructure projects such as land developments, roads, structural steel framing, drainage systems, water distribution systems and treatment plants, sewage systems and treatment plants.

ESSENTIAL JOB FUNCTIONS:

1. Consults with and provides assistance to project manager regarding engineering requirements for construction of various designs, modifications, and structural repairs.
2. Uses design software and drawing tools to accurately render and communicate designs; plans and designs.
3. Assists in plan projects based on the analysis of relevant materials such as drawings, plans, aerial photography, survey reports, maps, and other geologic and topographical data.
4. Proactively pursues safe work practices, recommends safe work practices/procedures and participates in safety meetings and safety training.
5. Performs other related duties as assigned.

MINIMUM REQUIRED EDUCATION & EXPERIENCE:

Path to obtain a Bachelor of Science or Master of Science in Civil Engineering from accredited University.

SPECIAL REQUIREMENTS:

Have a valid State Driver's license.

MINIMUM REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:

1. Interest in civil, water/wastewater, and structural engineering.
2. Understanding of civil engineering principles, practices, and tools.
3. Experience or desire to learn AutoDesk software suite including Civil 3D.
4. Knowledge in computer-assisted design (CAD) and other design, data recording, and analyzation software.
5. Understanding or desire to learn structural software packages such as STAAD Pro, Structurepoint, and Enercalc.
6. Thorough understanding of safety regulations related to assigned projects and ability to work safely.
7. Ability to be both creative and analytical.
8. Extremely detail-oriented and accurate.
9. Ability to read and interpret written information.
10. Ability to communicate effectively verbally and in writing.
11. Ability to work independently and pro-actively seeks project assignments.

ESSENTIAL MENTAL & PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an intern to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

1. Prolonged periods sitting at a desk and working on a computer.
2. Must be able to lift up to 25 pounds at times.
3. Must be able to travel to various project sites.
4. Must be able to navigate job sites and construction areas.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an intern encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the intern may work in outside weather conditions.
2. The intern may work near moving mechanical parts and is frequently exposed to fumes or airborne particles, and vibration.
3. The noise level in the work environment may be loud.
4. The intern may be exposed to possible hazards including traffic, high noise, heavy machinery, and inclement weather where safety equipment will be required.
5. The intern may be required to travel to and from project sites or client meetings.

The duties listed above 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.

The job summary does not constitute an internship agreement between the employer and intern and is subject to change by the employer as the needs of the intern and requirements of the job change.