



GEAUGA COUNTY BOARD OF COMMISSIONERS

Carolyn Brakey, Esq James W. Dvorak Ralph Spidalieri

470 Center Street • Building 4 • Chardon, Ohio 44024-1071

Job Opportunity #2398 Re-Posted January 1, 2025

Position: Intern
Department: Water Resources
Work Hours: 7:30 am – 4:00 pm (M-F)
Temporary, up to 480 hours per semester/term

Definition:

Under direct supervision of the Engineering staff, performs a variety of unskilled to routine department related tasks; design and construction assistance, collects, analyzes and coordinates data for specified projects; performs related duties as required. Acceptance is contingent upon available opportunities.

Qualifications:

Enrolled in an undergraduate level program at a local, state or community college program relevant to civil engineering.

Have an attitude and commitment to being an active participant in the success of the Department.

Knowledge, Skills and Abilities:

Knowledge of general engineering principles and research techniques, including the ability to read and interpret construction blueprints.

Knowledge of software packages related to the field of study/industry, including Word, Excel, GIS and CAD.

Understanding of Department Policy and Procedures, Rules and Regulations, standard office practice and procedures*.

Ability to read and write common vocabulary, follow and issue verbal and written instructions; calculate fractions, decimals and percentages; prepare meaningful, concise and accurate reports; maintain a variety of records, establish and maintain effective working relationships with co-workers and the general public; perform manual labor tasks; to work outdoors and in a variety of environmental conditions

* *Developed after employment*

Experience Requirements:

Enrolled in an undergraduate level program relevant to civil engineering which provides the required knowledge, skills, and abilities in civil engineering.

Must hold and maintain a valid State of Ohio driver's license and acceptable driving record.

Typical Examples of Duties & Percentage of Time:

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| 70% | Researches and collects field data related to a specified project; analyzes and applies various models and/or principles; incorporates into design |
| 20% | Performs inspections; tracks contractor manpower, materials, daily activities, maintains daily reports. |
| 5% | Makes copies and reproductions or scans; proofs reports; performs data entry; compiles information for reports. |
| 5% | Meets all job safety requirements and standards that pertain to essential functions; Demonstrates regular and predictable attendance; Performs other related duties as assigned. |

Please submit your application and resume to the Geauga County Commissioners, 12611 Ravenwood Drive, Suite 350, Chardon, OH 44024 Attn: HR Administrator #2398 e-mail to boccjobs@Geauga.oh.gov

Details and application form at:

<https://bocc.geauga.oh.gov/public-notifications/job-opportunities>