



Office of Public Works  
Reginald Anderson  
City Engineer

# LAWRENCEVILLE

## GEORGIA

## Engineer/Stormwater Intern

Engineering Department

### JOB SUMMARY

This position will have the privilege to intern with the Engineering Department, assisting in various components, duties, and activities which are completed by the engineering staff.

### MAJOR DUTIES

- Assist with Geographic Information System asset cataloging.
- Assist with stormwater management facility inspections.
- Assist the Stormwater Coordinator, Engineer II, and Stormwater Construction and Development Inspector with field investigations.
- Assist with components of the Municipal Separate Storm Sewer System (MS4) Permit requirements.
- Coordinate data entry of permits and affidavits.
- Assist with the organization of the workspace.
- Performs related duties as assigned.

### KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of the City ordinances, codes, and regulations pertaining to development and stormwater management.
- Knowledge as it relates to engineering, environmental science, geology, and water quality.
- Knowledge with construction site etiquette and safety procedures.

### SUPERVISORY CONTROLS

The Engineering Department assigns work in terms of general instructions. The Department spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results. The Department also monitors field-based work, as is conducted alongside Department personnel.

### GUIDELINES

Guidelines include city and department policies and procedures, as well as State and County Manuals. These guidelines require judgement, selection, and interpretation in application.

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### COMPLEXITY/SCOPE OF WORK

- The work consists of varied engineering and stormwater tasks.
- Inclement weather and field conditions contribute to the complexity of the position.

### CONTACT

Contact is typically with co-workers, contractors, vendors, elected and appointed officials, and members of the general public.

### PHYSICAL DEMANDS/WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, walking, or stooping.
- The work is typically performed in an office and outdoors, in all weather conditions.
- The work will consist of lifting manhole lids, which can weigh up to 50lbs.
- The work will expose the employee to noise, dust, dirt, water, and wild plants.

### SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position is responsible for the assembly of information from data collection to data entry vital to the operations of stormwater management and engineering.

### MINIMUM QUALIFICATIONS

- Interest and desire to gain experience in the field of work of engineering and stormwater management.
- General knowledge and level of competency commonly associated with high school level education in the field of work, in addition to basic skills.
- Ability to utilize computer to access data, databases, and software.
- Knowledge of techniques in preparing maps, charts, plans, sketches, and graphics.
- Use logic and reasoning to understand, analyze, and evaluate complex situations, and research information to identify the strengths and weaknesses of alternative solutions, forecasting.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.