

The Charter Township of Bloomfield, MI

Job Description

Classification Title	Engineering Intern – EESD
Job Code	
FLSA Status	Exempt
Pay Grade	PT 108

GENERAL SUMMARY

Engineering Interns will work full-time providing engineering support to Project Managers, Staff Engineers, and Project Coordinators and can expect to work in a variety of environments, performing both office and field work. The goal of the program is for students to gain real-world experience outside of the classroom. Engineering Interns will assume an administrative and engineering role to complete tasks often assigned to entry-level staff engineers.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Must be goal orientated, self-motivated, organized and have the ability to work independently in an outdoor environment with a wide range of weather conditions and at times rugged terrain
- Ability to professionally communicate with residents, contractors, and management
- Performs field inspections and field investigations regarding wetlands, woodlands floodplains, illicit discharges, drainage concerns and other Township environmental concerns or programs and prepare reports as required
- Assist with the administration of the Township's West Nile Virus Program; larvicide application, and applicable tracking and recording
- Assist with the administration of the Township's Sidewalk and Safety Path Repair Program; assessment of damaged or deteriorating safety path, prioritization of needed repairs, and applicable tracking
- Perform basic survey work, including measuring, computations and documentation
- Performs other duties as required.

MINIMUM ENTRANCE QUALIFICATIONS

Education and Experience

- Pursuing a Bachelor's Degree from an accredited college with major course work in Civil or Environmental Engineering, Construction Management, Environmental Science, or related field

Licenses or Certifications None

OTHER JOB REQUIREMENTS

Experience with Microsoft Office Suite: Word, Excel, Power Point, Access and Outlook

Maintain a valid Michigan Driver's License

Pass an employment drug test

WORK ENVIRONMENT/CONDITIONS

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

Work Environment	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Office or similar indoor environment			X
Outdoor environment			X
Street environment (near moving traffic)			X
Construction site			X
Confined space	X		
Vehicle		X	
Warehouse environment	X		
Shop environment	X		
Exposures	Seldom or Never	Sometimes or Occasionally	Frequently or Often
Individuals who are rude or irate		X	
Individuals with known violent backgrounds	X		
Extreme cold (<i>below 32 degrees</i>)		X	
Extreme heat (<i>above 100 degrees</i>)		X	
Communicable diseases	X		
Moving mechanical parts		X	
Fumes or airborne particles		X	
Toxic or caustic chemicals or substances	X		
Loud noises (<i>85+ decibels</i>)		X	

PHYSICAL DEMANDS

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

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Moderate Work - Exerting up to 20 pounds of force occasionally, a negligible amount of force frequently, and/or constantly having to lift, carry, push, pull or otherwise move objects. Moderate work involves standing and or walking frequently and occasionally on uneven or rugged terrain.

Date created:	3/24/2026
Dates revised:	