



ENGINEERING INTERN (TEMPORARY – NON-EXEMPT)

Lewis PUD is a public utility in the business of providing power that our customers can rely on, from people they can trust. The District provides electricity to approximately 31,000 consumers through 3,370 miles of distribution lines. Lewis PUD also owns and operates the Cowlitz Falls Hydro Project, which produces on average 261,000 megawatt hours (MWh) of electricity annually.

The Engineering Intern will provide temporary assistance to the Engineering Department with a variety of projects and tasks; including but not limited to field work, preparing and updating maps, accurately recording and documenting activities.

Lewis PUD is an Equal Opportunity Employer, and all qualified candidates are encouraged to apply. This recruitment will remain open until Wednesday, April 12, 2017 at 4pm. To apply for this position you must complete the District's application (may be found on the District's website – lcpud.org) and provide a cover letter and resume. **Incomplete application packets will not be considered.**

Please submit application packets to:

Lewis PUD
Attn: HR
PO Box 330
Chehalis, WA 98532

OR

Scan and Email to:

jobs@lcpud.org



Engineering Intern

Department: Engineering

Job Code:

Location: Chehalis

FLSA Status: Non-exempt

Salary Grade: 1

Union/Non-Union: Non-Union

Travel: Local travel up to 10%; Regular field work and possible attendance at public meetings or trainings.

Reports to: Engineering Manager

Revised Date: 3.15.2017

About the Company

Formed in 1936, Public Utility District No. 1 of Lewis County (District) is a municipal corporation of the State of Washington, formed by the people of Lewis County to provide electric service. The District provides retail electric service and operates a fiber optic service for utility purposes and wholesale customers throughout Lewis County (excluding the City of Centralia). Through leadership, teamwork, respect, communication, and accountability, we focus on ensuring a highly qualified and skilled work force striving toward our mission *Power you can rely on; People you can trust* as our number one priority.

About the Position

The Engineering Intern will provide temporary assistance to the Engineering Department with a variety of projects and tasks; including but not limited to field work, preparing and updating maps, accurately recording and documenting activities.

Essential Duties and Responsibilities include the following. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

- Support the District's goal of making our customers our #1 advocates.
- Assist Engineering Department in a variety of tasks associated with the District's work.
- Create and maintain accurate records, documents, and reports as directed.
- Prepare and update system maps, drawings, etc. as directed.
- Consult as-builts and assessor's maps, and interpret work order to verify accuracy of detail maps.
- Accurately transfer existing transmission, distribution, Fiber Optic and Work Order information from various formats to a computer aided drafting (CAD) and/or an ESRI GIS file format.
- Operate scanner, plotter, and related software for the production of detail maps and conversion to CAD system.

Position Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supervisory Responsibilities:

This position has no supervisory responsibilities.

Education and/or Experience:

Must be enrolled in an accredited college program leading to a Bachelor's of Science degree in electrical engineering, computer science or GIS. ArcGIS, AutoCAD or similar experience and/or coursework preferred.

Certificates, Licenses, or Registrations:

Must have a valid Driver's license.

Computer Skills:

To perform this job successfully, an individual must be proficient in MS Outlook, Excel, and Word. Experience in engineering analysis software preferred. Also, various engineering equipment and machinery (i.e. volt & current reading devices, radio frequency interference equipment, level and transit, etc.).

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.

While performing the duties of this Job, the employee is frequently required to walk, climb stairs, bend, reach, uses hands to finger, handle, or feel, and sit for extended periods of time. Occasionally required to lift and carry up to 40 pounds. Required to speak and hear clearly when communicating over the telephone and in person.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is regularly exposed to indoor and outdoor environments. Outdoor settings include all types of property and site conditions including open spaces, timberlands, urban developments, flat and hilly terrain, building construction sites, and road rights-of-way. Indoor settings include residential, commercial and industrial sites that can involve cramped spaces, moving machinery, etc. Individuals may be exposed to hazardous conditions, including but not limited to obstacles, heights, open trenches, highway traffic, electric lines, all types of vegetation, fiberglass insulation, paint fumes, wood preservatives, solvents, oils, and cleaning compounds. The noise level in the work environment is moderate.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Lewis County PUD believes that each employee makes a significant contribution to our success. That contribution should not be limited by the assigned responsibilities. This position description is designed to outline primary duties, qualifications and job scope, but not limit our employees nor the organization to just the work identified. It is our expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of the company.