



THE CITY OF ASPEN

Job Title: **Intern**

Department: **Engineering Department**

Interested Applicants please send a cover letter and resume to hailey.guglielmo@cityofaspen.com

Position Summary:

- Manage the COA Engineering Stormwater Outfall Monitoring Program. Collect water samples at outfall sites throughout the City. Take samples for testing of urban pollutants. Organize data and analyze ongoing results.
- Work with GIS ArcMap to document and organize the City's stormwater BMPs. Help review and record project asbuilts.
- Research and inventory existing COA stormwater infrastructure. Help document BMPs within the COA boundaries following MS4 permitting requirements.
- Perform erosion and sediment control inspections on sites under construction throughout the city.
- Research advances in the urban drainage and stormwater management industry.
- Provide assistance in other clerical and day to day processes within the Engineering Department.

Knowledge

Engineering and Technology — Basic knowledge of the practical application of engineering science and technology.

Mathematics — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.

English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Skills

Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

Mathematics — Using mathematics to solve problems.

Reading Comprehension — Understanding written sentences and paragraphs in work related documents.

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Speaking — Talking to others to convey information effectively.

Science — Using scientific rules and methods to solve problems.

Time Management — Managing one's own time and the time of others.

Abilities

Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.

Deductive Reasoning — The ability to apply general rules to specific problems to produce answers that make sense.

Inductive Reasoning — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).

Information Ordering — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).

Mathematical Reasoning — The ability to choose the right mathematical methods or formulas to solve a problem.

Near Vision — The ability to see details at close range (within a few feet of the observer).

Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.

Oral Expression — The ability to communicate information and ideas in speaking so others will understand.

Visualization — The ability to imagine how something will look after it is moved around or when its parts are moved or rearranged.

Written Comprehension — The ability to read and understand information and ideas presented in writing.

Physical Requirements — Collecting Stormwater samples involves walking along the river over rough terrain, up and down moderately steep slopes, and close to swiftly moving water.

Minimum Requirements to be Considered for this Position:

Education	One (1) year studying Civil Engineering or a related science.	
Computer Skills	Proficiency in	ArcGIS, Microsoft Word, Excel, and Email.
License(s)	Must possess a valid Colorado driver's license or be able to obtain one within 30 days of start date. Registration as a Professional Civil Engineer (PE) in the State of Colorado or ability to obtain the registration within six months of employment.	

Any combination of experience and education that would likely provide the required abilities, knowledge and skills as determined by the City of Aspen may be substituted for the requirements above.

NOTE: This position requires a Criminal Background Check. Employment is contingent upon satisfactory completion of a Criminal Background Check.

Work Hours	Examples
40 Hour Work Week	5 days per week, Monday through Friday. Evening and additional hours may be required depending on workload. The position requires the flexibility to stay after 5:00 when it is raining to collect stormwater samples from late afternoon storms.

Work Environment	Examples
Indoors	Office environment.
Outdoors/Off-site	Meetings, special events, and trainings. Project work sites including construction sites.

Physical Requirements: 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.

Task	Examples
Lifting & Carrying	Occasionally up to 25 lbs. unassisted
Physical	Reaching, standing, sitting, typing, climbing stairs and ladders, balancing, stooping, kneeling, crouching, crawling, handling, fingering, feeling, talking, hearing, smelling, and seeing.

NOTE: Nothing in this job description restricts the ability of the City of Aspen to assign, reassign, or eliminate duties and responsibilities of this job either orally or in writing. Tasks and responsibilities may be changed at any time due to reasonable accommodation or other reasons deemed appropriate by the City of Aspen.

Revision(s) Date: April, 2017
