



**CITY OF HAWTHORNE  
ENGINEERING TRAINEE**  
Classification Specification  
(Part-Time; Non-Classified)

## **JOB SUMMARY**

Under general supervision, performs a variety of entry - level routine engineering - related duties to support the Public Works Department. This position requires attention to detail and judgement; provide paraprofessional and clerical assistance to professional staff and public; support general day-to-day job duties and performs other duties as required.

## **SUPERVISION RECEIVED**

The Engineering Trainee works under the supervision of the Director of Public Works or designee.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The following is a list of typical duties assigned to the Engineering Trainee classification. The duties included on this list are examples and are not intended to be all-inclusive or restrictive.

- Performs primary research of data for inclusion in reports and studies;
- Assists engineering technicians, engineers, and inspectors as required;
- Uses basic engineering tools and equipment;
- Prepares, draws and traces simple maps, plans, sketches, charts and exhibits;
- Prepares simple cross section and profile work sheets; prepares preliminary mark sheets for street, sewer, storm drain, gas and water plans;
- Prepares and performs cost estimate calculations, statistical tabulations and analysis;
- Assist in performing field investigations and data gathering;
- Uses common engineering terminology;
- Assists in the preparation of written reports and recommendations;
- Perform simple math calculations and prepares spreadsheets;
- Assists with file maintenance and data entry;
- Assist customers at public counter; disseminates information to staff and the public;
- Performs other related work as requested and assigned.

## **MINIMUM QUALIFICATIONS**

### Education/Training

Enrollment in an accredited college or university with an emphasis in Civil Engineering or a closely related field. A Bachelor's degree from an accredited college or university in Civil Engineering or closely related field is highly desirable and;

Recent, paid experience in an engineering environment is highly desirable.

### Licenses, Certificates and/or Special Requirements:

Must possess a valid California Class C driver's license.

Knowledge, Skills and Abilities:

- Basic, high school level algebra, geometry and arithmetic
- Basic computer word processing and spreadsheet software
- Read and interpret technical plans, layouts, charts, diagrams, schematics, maps, estimates, specifications and field and tests reports
- Learn how to prepare and interpret reports showing test results and analyses
- Proficient use computer software
- Understanding the use of instruments, tools, materials and equipment used in the various assignments
- Communicate effectively with associates, both orally and in writing
- Understand and follow oral and written instructions
- Perform tasks requiring mechanical aptitude

**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 accommodation may be made to individuals with disabilities to perform the essential functions.*

While performing the required duties of this job, the employee is required to constantly sit and occasionally stand, stoop, walk or bend. Input data into a computer; exposure to computer glare, vibrations and pitch; reach with hands and arms above and below shoulder level, use hands and fingers to handle, operate objects and equipment; and have mobility, vision, hearing and dexterity levels appropriate to the duties to be performed. The employee may carry, lift and/or move objects up to 25 pounds.

**WORKING CONDITIONS**

The employee works in office conditions with controlled temperature settings. The noise level in the work environment is usually quiet.

FLSA Status: Non-Exempt  
Bargaining Unit: Part-Time HMEA  
Civil Service Status: Non-Classified

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