



Human Resources Department

Cammie B. Young

Human Resources Director

616 Third Avenue

Two Harbors, MN 55616

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Website: www.co.lake.mn.us

Therese Lorntson, Administrative Assistant

February 24, 2023

EMPLOYMENT NOTICE

POSITION: ENGINEERING INTERN

The current vacancy is a full-time, 67-day temporary position in the Lake County Highway Department.

SALARY: \$16.00 per hour

CLOSING DATE: Open until filled; initial review March 14, 2023

Applications must be on official forms. Resumes will be accepted, but not in lieu of application.

MINIMUM QUALIFICATIONS:

- Possession of a valid Driver's license
- At least 18 years of age or a High School graduate

RESPONSIBILITIES:

Assist the Lake County Highway Department in delivering highway improvement projects. Responsibilities and experience opportunities will include surveying, highway design and construction engineering, materials testing, and project management. Assist the Highway Engineer, Engineering Supervisor, and Engineering Technicians with:

- Observe and maintain daily logs of highway and utility construction operations
- Measure, calculate, and document construction and material quantities
- Monitor construction operations for conformance with project plans and specifications
- Assist with material quality control testing and documentation
- Assist in surveying efforts, including construction stakeout, topographic surveys, and as-built documentation
- Assist in developing highway designs and construction plans utilizing AutoDesk Civil 3D
- Create maps, exhibits, reports, and figures for project planning, environmental documentation, and public outreach
- Develop project quantities and cost estimates
- Locate, investigate, and document existing highway infrastructure

BACKGROUND CHECK:

Applicants selected for appointment must pass a criminal background check.

DRUG TESTING:

Applicants selected for appointment must take and pass a drug test.

PHYSICAL-MEDICAL STANDARDS:

Ability to meet and maintain physical abilities including: sit, stand, reach, climb, balance, stoop, walk, kneel, crouch and crawl, wear personal protective equipment, lift, push, pull and move items, see, hear, and repetitive use of hands and fingers to operate tools, controls, and assigned equipment. Safety footwear required.

EMPLOYMENT ELIGIBILITY VERIFICATION:

All new employees must complete and sign employment eligibility verification form on the first day of employment. Documentation verifying identity and employment eligibility must be submitted within three days of the first day of employment.

APPLICATION INFORMATION:

Applications may be obtained by contacting Lake County Human Resources Department, 616 Third Avenue, Two Harbors, MN, 55616; or Lake County Service Center, 99 Edison Boulevard, Silver Bay, MN, 55614; by phone: (218) 834-8323; or website: www.co.lake.mn.us.

ACCOMMODATION:

Applicants who wish to request accommodation to application process should contact Lake County Human Resources at (218) 834-8394.

VETERAN'S PREFERENCE:

Proof and claims for Veteran's Preference must be filed at time of application.

NON-DISCRIMINATION:

Lake County is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, creed, sex, age, color, national origin, religion, disability, sexual orientation, marital status, status with regard to public assistance, familial status, membership or activity in a local commission, genetic information, or any other protected classification.