



## Human Resources Department

616 Third Avenue  
Two Harbors, MN 55616  
Phone: (218) 834-8323  
Fax: (218) 834-8482  
Website: [www.co.lake.mn.us](http://www.co.lake.mn.us)

February 23, 2024

## EMPLOYMENT NOTICE

**POSITION: ENGINEERING INTERN**

The current vacancies are for two full-time 67-day temporary positions in the Lake County Highway Department.

**SALARY:** \$18.00 per hour

**CLOSING DATE: Open until filled; initial review due March 8, 2024**

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:**

Application and Classification Specification 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; website: [www.co.lake.mn.us](http://www.co.lake.mn.us); or call (218) 834-8323.

**ACCOMMODATION:**

Applicants who wish to request accommodation to application process should contact Lake County Human Resources at (218) 834-8323.

**VETERAN'S PREFERENCE:**

Proof and claims for Veteran's Preference must be filed with Lake County Human Resources 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 (including pregnancy), age, color, national origin, religion, disability, sexual orientation, gender identity, marital status, status with regard to public assistance, familial status, membership or activity in a local commission, genetic information, or any other protected classification.