



## ELLICOTTVILLE ENGINEERING DEPARTMENT



### Assistant Engineer - Paid Intern Position Civil Engineering

2021

#### Overview

The Town and Village of Ellicottville merged the public works, water, sewer, and highway departments under one “Ellicottville Engineering Department” umbrella. The Ellicottville Engineering department is responsible for the maintenance, operation, and improvement of the Town and Village’s water distribution system, sewer collection system and WWTP, stormwater drainage systems, roads and highways, buildings and grounds, code enforcement, and building zoning requirements.

#### Duties

The assistant engineering intern will work under the direct supervision of the Town Engineer and will play a crucial role in the development of the department. This is a very unique opportunity to work in the engineering field and experience the many facets of the civil engineering field. This will be a very demanding and challenging position that will offer the chance for great job satisfaction, fulfillment as an engineer, and professional growth.

The applicant must be highly motivated, energetic, willing to act independently, and take the initiative to complete various tasks as assigned. The successful applicant shall possess a willingness to learn, sound moral and professional judgment, and the ability to lead and direct personnel. Other required professional qualities include:

- Knowledge of multiple civil engineering disciplines including road and drainage design, wastewater treatment, fluid dynamics/hydraulics of pressurized distribution networks, geotechnical engineering knowledge, and structural/construction engineering
- Thorough knowledge and ability to use engineering software for drafting as well as willingness to learn new software programs. The successful applicant will be the head drafter and surveying/engineering technician for the department.
- Superior written and verbal skills along with maintaining consistency and paying attention to details.
- Ability to manage multiple construction projects and oversee construction inspection.
- Ability to plan, prioritize, and execute multiple policies to insure the efficient operation and maintenance of all infrastructure

#### Minimum Requirements

- Currently pursuing or Graduation from a regionally accredited or NYS registered college or university with a Bachelor Degree in Civil Engineering Technology or closely related field.
- Proficient in AutoCAD, ArcGIS, and Microsoft Office software suite
- Valid NYS Drivers License

#### Preferred Qualifications

- Working knowledge of hydrologic/hydraulic modeling software
- Understanding of field layout and operation of survey equipment.
- Extracurricular activities that show leadership and ability to balance competing demands

#### Required Submissions

- Professional Resume w/ 3 professional references (one must be from engineering professor)
- Recent college transcript (if less than 2 years’ experience)

Please email the required submissions to the Town Engineer at [ben.slotman@evlengineering.com](mailto:ben.slotman@evlengineering.com). Any questions shall also be directed to the Town Engineer at 716-699-9005.