

Van Buren County Road Commission

Job Description

Effective Date: February 3, 2026

Title: Engineering Intern (Seasonal)
FLSA Classification: Non-Exempt
Department: Engineering
Pay Grade: Seasonal

Job Summary

The Seasonal Engineering Intern supports the engineering department by performing field inspections, data collection, and documentation tasks. This role assists with construction site monitoring, survey operations, and daily reporting while ensuring compliance with design specifications and safety standards. The intern will interact with contractors, property owners, and the general public, and is expected to work independently as well as part of a team.

Supervisory Structure

Reports to Engineering Technicians and the Highway Engineer, or their designee.

Essential Duties/Responsibilities

- Draft and calculate field notes to document quantities, alignment, grade, and locations per project plans or to support monthly and final progress estimates
- Prepare daily reports detailing work activities, materials used, and equipment condition
- Calculate dimensions, profile specifications, and quantities of materials such as pipe, concrete, and asphalt
- Inspect construction sites for conformance to design specifications
- Respond to inquiries from contractors, developers, property owners, staff, and the general public
- Investigate road condition concerns, evaluate the situation, and communicate findings to a supervisor and/or make necessary repairs
- Serve as a member of the survey crew
- Perform traffic counts and road ratings as needed
- Perform daily vehicle/equipment inspections (pre-trip and post-trip) and complete all related reports
- Maintain vehicle and equipment cleanliness by removing all non-essential items and ensuring safety equipment (first aid kit, triangles, fire extinguisher, emergency tool kit) is in place
- Perform all duties in accordance with appropriate safety and security standards
- Other duties as assigned

Qualifications and Experience

- High school diploma, GED, or equivalent.
- Possession of a valid Michigan driver's license
- Ability to communicate courteously and effectively with coworkers and the public.

- Able to work independently and as part of a team.
- Willing and available to be on call and work extended hours as needed.

Physical Requirements

- **Physical Mobility:** Ability to stand and/or sit for extended periods, move over uneven terrain, and navigate tight spaces around equipment. Ability to perform work in extreme or unpleasant environmental conditions.
- **Vision:** Ability to read instructions, directions, and similar written information in letters, memos, forms, and other documents. Ability to visually inspect equipment and vehicles to identify damage or mechanical issues.
- **Hearing/Speaking:** Ability to converse orally via telephone, radio, and personally to receive and communicate information to employees and the public. Ability to hear and interpret warning sounds from equipment and vehicles.
- **Agility/Movement:** Ability to lift, push, pull, and manipulate tools, equipment, supplies, and other objects often weighing upwards to 80 lbs. Ability to bend, kneel, crouch, and reach in order to perform maintenance tasks on various equipment and vehicles.

Compensation & Hours

- Starting Pay Rate: \$17.01/hour for first season, \$18.20/hour for additional seasons
- Hours & Work Schedule – 40 hours per week with overtime, as required. Standard shift is 6am to 4:30pm Monday through Thursday.

Benefits & Allowances

- ESTA/Sick – Earn 1 hour of sick leave per 30 hours of work, able to be used following 90 days of employment for qualified situations
- Holidays – Paid standard rate for holidays during scheduled workdays

Disclaimer

This job description does not constitute an employment agreement between the Road Commission and employee and is subject to change by the Road Commission as its needs and requirements of the position change.