

YOLO-SOLANO AIR QUALITY MANAGEMENT DISTRICT

EXTRA HELP ENGINEERING INTERN

Department: Engineering

Reports To: Engineering Manager

FLSA Status: Non-Exempt

Employment Group: Temporary Extra Help - Unrepresented

Approved/Revised: 04/2025

DEFINITION

Under the general direction of the Engineering Manager, the District develops talented students through a combination of work experience, training, networking, and exposure to District subject matter experts. Ideally, interns whose overall performance meets the District's expectations receive a recommendation for a full-time position after graduation. Student interns may also earn credit hours for their UC Davis internship.

SUPERVISION RECEIVED AND EXERCISED

The **Extra Help Engineering Intern** receives immediate supervision from the assigned lead person, supervisor, or manager and exercises no supervision of staff.

EXAMPLES OF TYPICAL JOB FUNCTIONS

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and make reasonable accommodations so that qualified employees can perform the job's essential functions.

- Review and evaluate permit applications
- Generate air dispersion models
- Conduct health risk assessments for projects
- Evaluate source testing reports
- Compile facility process throughput
- Perform emission calculations
- Review and evaluate applications for the agricultural engine program
- Perform various other related tasks/duties as required

MINIMUM QUALIFICATIONS

- Must be a college student, attending classes during the regular term (Fall, Spring, and Winter, if applicable)
- Students must be enrolled at a minimum in six-semester units or nine-quarter units for undergraduate students; four-semester units or six-quarter units for graduate students
- Some college experience in an Engineering or related field of acceptable equivalent credits or experience
- Must be effective in working both independently and in a team setting
- Excellent and effective written and verbal communication and analytical skills
- Strong organizational and time management skills

WORK SCHEDULE

- Internship term: 1 year
- Summer Schedule: 40 hrs/week (Monday – Friday, 7:30 a.m. to 4:00 p.m)
- School In-Session Schedule: 10 - 15 hrs/week (flexible hours)
- Final schedule to be determined between manager and student intern

PHYSICAL ABILITIES

Must be able to move within a standard office setting and operate standard office equipment, including a computer; have the vision to read printed materials and computer screens; and possess hearing and speech capabilities for in-person and telephone communication. This role is primarily sedentary, though standing and walking between work areas may be necessary. Finger dexterity is required to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification may involve bending, stooping,

kneeling, reaching, pushing, and pulling drawers open and closed to retrieve and file information. Employees must be capable of lifting, carrying, pushing, and pulling materials and objects weighing up to 25 pounds.

WORKING CONDITIONS – ENVIRONMENTAL CONDITIONS

The employee works in an office environment with moderate noise levels, controlled temperatures, and no direct exposure to hazardous physical substances. The employee interacts with staff, management, other departmental representatives, and the general public to explain District policies and requests and to provide information. Traveling to external locations exposes them to limited weather conditions.

SPECIAL REQUIREMENTS

- This position must possess or have the ability to obtain a valid California Class C Driver's License.