



# Road Commission of Kalamazoo County

**Position**      **Project Engineer Intern**

**Department**    Administrative

**Location**      Kalamazoo, MI

**Hourly Rate**    \$20.00 (FLSA Status – Non- Exempt)

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Road Commission of Kalamazoo County (RCKC) is seeking qualified applicants for the position of **Project Engineer Intern**. The Project Engineer Intern will play a key role in supporting infrastructure projects by ensuring that construction activities align with engineering standards, specifications, and regulatory requirements. This internship offers the opportunity to contribute to the Road Commission of Kalamazoo County (RCKC) engineering department through both design and construction phases. The intern will work alongside experienced engineers on tasks such as reviewing preliminary plans, conducting site inspections, and assisting in the preparation of engineering documents. This position provides valuable hands-on experience in civil engineering design, road construction, RCKC operations, and the public service responsibilities that are fundamental to the field.

## HIGHLIGHTED BENEFITS INCLUDE:

- Returning Intern Bonus Program:
  - **\$1,000 bonus** for interns who complete a **second summer internship** with RCKC
  - **\$1,500 bonus** for those who complete a **third summer internship** with RCKC
- Sick leave in accordance with company policy and applicable laws

## SCHEDULE: May 1<sup>st</sup> – August 31<sup>st</sup>, 2026

**Hours:** Monday- Friday, 7:30 AM – 4:00 PM

**Full-time:** Guaranteed 40 hours per week

**Time off:** Weekends and Holidays

## ESSENTIAL DUTIES:

**An employee in this position may be called upon to do any or all of the following essential duties (these examples do not include all the duties which the employee may be expected to perform)**

- Perform project or site inspections to monitor construction progress and compliance with approved designs.
- Maintain project records, files, daily reports, and pay estimates.

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- Review construction plans for adherence to applicable policies, specifications, and engineering standards.
- Assist in the preparation of engineering plans, construction drawings, specifications, and cost estimates.
- Respond to inquiries from the public, property owners, surveyors, developers, contractors, and road commission staff regarding projects, records searches, or agency specifications.
- Assist with traffic data collection processes or studies.
- Assist in the preparation of engineering drawings using AutoCAD, Civil 3D, or other design software.
- Conduct site visits and assist with field data collection, inspections, or surveys.
- Perform calculations for grading, stormwater, utilities, or roadway design.
- Support project teams with quantity take-offs, cost estimates, and reports.
- Support the permitting processes and may conduct necessary field reviews.
- Collaborate with engineers, planners, contractors, consultants, and government agencies.
- Attend project and team meetings, and present progress as required.
- Other duties as assigned.

## **EMPLOYMENT QUALIFICATIONS:**

- Basic knowledge of civil engineering principles and practices
- Familiarity with AutoCAD, Civil 3D, or other engineering design tools.
- Proficiency in computer software and automation tools such as AutoCAD Civil 3D, ArcGIS, Microsoft Office, and construction management tools such as AASHTOWare Project Construction and Materials.
- Familiarity with standards such as the American Association of State Highway and Transportation Officials (AASHTO), Manual on Uniform Traffic Control Devices (MUTCD), and MDOT specifications.

**Education:** Actively pursuing a Bachelor's degree in Civil Engineering or a related field (junior or senior standing preferred).

**Preferred Experience:** EIT (Engineer-in-Training) status or on track to take the Fundamentals of Engineering (FE) exam. Experience with Microsoft Excel, Bluebeam, GIS, or HEC-RAS/StormCAD software.

**Other Requirements:**, Valid driver's license, strong organizational, analytical, and communication skills, ability to work independently and as part of a team.

**Please send resumes for Project Engineer Intern to [hr@kalamazooountyroads.com](mailto:hr@kalamazooountyroads.com) or USPS to the RCKC 4400 S 26<sup>th</sup> Street, Kalamazoo, MI 49048. Candidates requiring confidentiality should so indicate. PLEASE NO PHONE CALL POSITION INQUIRIES.**



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### Position Summary:

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### Key Responsibilities:

- Perform project or site inspections to monitor construction progress and compliance with approved designs.
  - Maintain project records, files, daily reports, and pay estimates.
  - Review construction plans for adherence to applicable policies, specifications, and engineering standards.
  - Assist in the preparation of engineering plans, construction drawings, specifications, and cost estimates.
  - Respond to inquiries from the public, property owners, surveyors, developers, contractors, and road commission staff regarding projects, records searches, or agency specifications.
  - Assist with traffic data collection processes or studies.
  - Assist in the preparation of engineering drawings using AutoCAD, Civil 3D, or other design software.
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  - Collaborate with engineers, planners, contractors, consultants, and government agencies.
  - Attend project and team meetings, and present progress as required.
  - Other duties as assigned.
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### Qualifications:

- Actively pursuing a Bachelor's degree in Civil Engineering or a related field (junior or senior standing preferred).
- Basic knowledge of civil engineering principles and practices.
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- Proficiency in computer software and automation tools such as AutoCAD Civil 3D, ArcGIS, Microsoft Office, and construction management tools such as AASHTOWare Project Construction and Materials.
- Familiarity with standards such as the American Association of State Highway and Transportation Officials (AASHTO), Manual on Uniform Traffic Control Devices (MUTCD), and MDOT specifications.

### Preferred (Not Required):

- EIT (Engineer-in-Training) status or on track to take the Fundamentals of Engineering (FE) exam.
- Experience with Microsoft Excel, Bluebeam, GIS, or HEC-RAS/StormCAD software.

### Learning Outcomes:

- Exposure to public-sector engineering processes and municipal project lifecycles.
- Develop technical writing and public presentation skills.
- Understand civil design, permitting, and inspection standards at the government level.
- Build a foundation for future EIT and PE licensure

### Other Requirements:

- Valid driver's license.
- Strong organizational, analytical, and communication skills.
- Ability to work independently and as part of a team.

### FLSA Status: Non-Exempt

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

### Physical Requirements:

The Project Engineer Intern position requires the ability to perform a variety of physical tasks necessary for both office and field work. Reasonable accommodation will be provided for qualified individuals with disabilities who are unable to fulfill one or more of the listed requirements.

### Essential physical requirements include:

- Conduct on-site inspections of roadways, bridges, culverts, sewer systems, and other infrastructure projects.
- Climb into and out of vehicles, trucks, and heavy equipment.
- Walk on uneven terrain and climb up and down embankments or slopes.



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- Stoop, kneel, crouch, and perform other movements required for field inspections.
- Lift, carry, and operate survey equipment and other tools, typically up to 50 pounds.
- Travel frequently within the county to various projects and inspection sites.
- Access and retrieve physical records, files, maps, and documents.
- Operate standard office equipment, including computers, printers, and phones.
- Use specialized software (e.g., AutoCAD, GIS) to read and interpret maps, drawings, and technical documents.

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### Working Conditions:

This position involves a combination of office-based tasks and outdoor fieldwork. The work environment may include the following conditions:

- Regular exposure to outdoor elements such as weather, dust, mud, and uneven terrain.
- Work in or near active construction zones with exposure to traffic and heavy machinery.
- Potential exposure to fumes, odors, and loud noises associated with construction projects.
- Typical office conditions include extended use of computers and phones, and routine interaction with coworkers, contractors, and the public.