



238 south kenilworth avenue  
suite 100  
oak park, illinois 60302

55 west 22<sup>nd</sup> street  
suite 300  
lombard, illinois 60148

762 shoreline drive  
suite 200  
aurora, illinois 60504

---

## Job Description – Municipal Engineer Intern

Thomas Engineering Group, LLC (TEG) seeks a **Municipal Engineer Intern** to join our team in Summer 2020. This unique opportunity offers interns a first-hand experience working on design and construction projects for local municipalities. This internship is based out of our Aurora office and will require a personal vehicle to get to and from project sites.

### Qualifications

- Enrolled as a full-time student pursuing an engineering degree from a 4-year ABET accredited institution.
- Able to demonstrate a basic understanding of engineering principals, computer aided design and drafting.
- Familiarity with CADD.
- Proficient in Microsoft Office Software.
- Excellent and efficient oral and written communications skills.
- Strong organizational skills.
- A positive work ethic and professionally-driven personality.
- Available to work occasional evenings, nights, and weekends when required.
- Valid U.S. driver's license.

### Duties and Responsibilities

- Assist engineering staff in completing daily project tasks.
- Provide office support pertaining to design work and/or field inspection support.
- Perform assignments designed to develop professional work knowledge and abilities, requiring application of standard techniques, procedures, and criteria in carrying out a sequence of related engineering tasks.

### ***Design-related tasks could include:***

- Assisting with studies including crash analysis, capacity analysis, traffic studies and feasibility studies CADD work; design and drafting
  - Performing CADD revisions using red-line mark-ups. May be asked to make revisions to drawing based on higher-level engineering changes to project.
- Conducting field surveys using GPS or Total Station with assistance from P.L.S. or survey technician in route, site or general topographic surveys.



***Construction-related tasks could include:***

- Performing field inspection of contractor to ensure that work is built to plans and specifications and correct material types and methods of placement are used.
- Measuring quantities of materials placed in field.
- Verifying material certifications and field placement.

**About Us**

TEG, founded in 2008, provides reliable, sustainable, cost effective solutions to the engineering needs of State, County, and Local Agency clients. Our clients count on TEG's trademark **service at the highest grade®** in all of the lines of business in the public sectors that we serve. TEG considers itself a unique Engineering Consulting firm, allowing our employees flexibility to realize their professional goals. Our professional engineering firm is focused on providing the following services:

- **Transportation Planning and Design**
- **Construction and Resident Engineering**
- **Municipal Engineering**
- **Stormwater Management**
- **Water Distribution**
- **Land Surveying**

TEG is an Equal Opportunity/Affirmative Action employer. TEG fully supports and maintains compliance with all state, federal, and local regulations. TEG does not discriminate against associates or applicants because of race, color, religion, sex, sexual orientation, national origin, age, disability, marital status, protected Veteran status, genetic information, or any other category protected by federal, state, and local laws.

