

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION
LIMITED TERM EMPLOYMENT**

STUDENT INTERN-TRAINEE

I. INTRODUCTION

This classification specification is the basic authority under Wisconsin Administrative Code ER 2.04 and ER 10.02, Wis. Adm. Code, for making classification decisions relative to limited-term employment positions located at state agencies which function as Engineer SETs (Student Engineer Trainees).

II. DEFINITION

STUDENT INTERN-TRAINEE

This is engineering-related work performed by limited-term employees who are enrolled in a college-level engineering curriculum. Positions allocated to this classification provide engineering support on engineering related projects and perform assignments in which the trainee applies basic engineering principles. Examples of work performed are:

Project Development

- Works as a member of a team in the field administration of construction or other engineer related projects.
- Performs routine tests on materials in field laboratory.
- Observes material production and maintains production records.
- Keeps clear and accurate inspection diary records.
- Performs simple, repetitive computations.
- Performs or checks complex computations.
- Assists in the inspection of project materials.
- Inspects various operations and installations, such as gradings, storm sewers, conservation systems or structures.
- Monitors and inventories equipment and devices.
- Inspects curb and gutter, storm sewer, and culvert installations.
- Monitors and inspects facilities and plants.
- Operates devices such as level and transit, GPS units, samplers, meters, and safety equipment; holds rod, range pole, or prism; and holds rear end of chain or reading tape when cross-sectioning.
- Assists in measuring various items for payment to contractors.
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- Calculates alignments and trigonometric problems.
- Uses computers for roadway studies, designs, hydraulic analyses, engineering cost estimates, and contract document development.
- Computes and checks quantities.
- Assists in assembling plans, specifications, and estimates (PS&Es).
- Computes and checks drainage studies.

- Computes and checks plan sheets.
- Assists in the development of roadway alignments and profiles.
- Prepares and checks roadway cross-sections.
- Prepares construction detail drawings.
- Inspects various construction projects.

Technical Services

- Performs GPS data collection, data editing, and map composition assignments.
- Performs GIS production-related work, as needed.
- Computes and checks data computations of a routine nature.
- Holds level, range pole, prism, samplers, or meters.
- Takes lead end of chain when measuring distances.
- Utilize computer applications for engineering including computer aided drafting and design technology (CADD), and automated survey data collection.

Systems Planning and Operations

- Assists in performing bridge inspections, including conducting bridge deck delamination studies and underwater streambed graphing.
- Assists in developing repair plans.
- Assists in developing traffic-related plans.
- Conducts traffic operation studies, including radar speed checks and accident analyses.
- Assists with permit fact sheets and other supporting documents necessary for permit issuance
- Performs field work relating to facilities or structures by assisting in survey work for plan preparation and inspecting projects.
- Assists in performing facility or utility inspections, including inspecting permit compliance to state standards.
- Assists with non-compliance notifications
- Assists in construction inspection of cost reimbursement contract projects, including construction surveys, collection of materials for testing, and progress reports.
- Assists in organizing data, including converting paper data to digital data, building directory structures, and operating large format scanner.
- Assists in surveillance of state trunk highway system, reporting any safety hazards to area maintenance engineer

III. QUALIFICATIONS

Minimum requirement: Positions in this classification must be enrolled in a college-level engineering curriculum.

IV. ADMINISTRATIVE INFORMATION

This classification was created effective July 4, 1999, and announced in Bulletin CLR/SC-101, in order to identify limited-term positions located at the Department of Transportation which function as civil engineer trainees. This classification was modified effective March 5, 2006, and announced in Bulletin OSER-0089-CC/SC to allow for other agencies to use this classification and in other fields of engineering.

This classification was modified effective April 15, 2018, and announced on April 29, 2018 in bulletin DPM-0468-CC/SC to retitle the classification following the passage of Wisconsin 2017 Act 111 which restricted the use of “engineer” in classified titles.

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