

**City of Cottage Grove
Temporary Worker (Intern)
Job Description**

Department: Public Works & Development	FLSA: Exempt
Reports to: City Planner	Representation: None
Pay Range: \$11-13 an hour	Date Adopted: May 2019

Essential competencies of this job are described under the headings below. They may be subject to change at any time. The omission of specific statements of duties, does not exclude them from the position, if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee, and may be changed by the employer at any time.

GENERAL POSITION SUMMARY:

The primary purpose of this position is to assist the City Planner in preparation and implementation of various long range projects, and to assist in the administration of daily code enforcement functions and other land use planning activities.

DUTIES AND RESPONSIBILITIES:

Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.

This classification includes assistance with the department's enforcement program which includes but is not limited to tall grass and nuisances. Provides general and technical information through the use of telephone, in-person and written communication. Assists in the review of plans, proposals, and land use applications. Research on zoning and land use projects and studies including the summarizing of research findings. Assists in the department's outreach program through drafting letters, memorandums, public notices, agency notifications, newsletter articles, and website content. Prepares maps, charts and other visual aids. Conducts field inspections. Utilizes computer programs to prepare reports, records and maps. Includes entering data into an electronic permit tracking and mapping systems. Maintains departmental records as required. Assists with coordination and communicating with other city departments, and government agencies on development, land use and general administrative processes and activities. May conduct various special studies and projects as assigned.

ESSENTIAL FUNCTIONS:

1. Ability to communicate effectively both verbally and in writing with supervisors, colleagues, and individuals inside and outside the organization.
2. Ability to use a computer and associated equipment.
3. Ability to use Microsoft Word and Outlook programs.
4. Ability to read and understand organizational written instructions and policies.
5. Ability to drive.
6. Ability to work independently in the absence of supervision, while also being flexible to work as a team member.
7. Ability to exhibit a professional manner in dealing with others and to maintain constructive working relationships.
8. Knowledge of safety standards, practices and procedures applicable to area of assignment.
9. Other duties as assigned.

ESSENTIAL PHYSICAL REQUIREMENTS:

The physical demands or requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Duties are performed in an office environment and in the field.
2. This position requires the employee to sit, communicate, reach, and manipulate objects, tools, or controls. The position requires mobility.
3. Duties involve moving materials weighing up to 15 pounds and infrequently weighing up to 50 pounds.
4. Requires walking, and climbing on, over, or under obstacles on uneven terrain in wet and dry conditions.
5. Character and flow of work involve normal mental and visual attention.

JOB SPECIFICATIONS:

Education & Experience:

1. High school graduate or equivalent preferred.
2. Must have ability to understand and carry out oral and written instructions, policies and rules in order to do job safely, and be able to complete forms and reports as required by the position.

Special Requirements and Certifications:

1. Must be enrolled in an undergraduate or graduate program as a full time student.
2. Must possess a valid Oregon driver's license. Employees must maintain a safe driving record while employed.
3. Must be able to pass a drug test prior to employment and have a satisfactory driving record.

Supervisory Duties: None

Supervision Received: Works closely with the City Planner on projects assigned with daily updates. Under the direction of the City Planner where definite objectives are established; plans and arranges a significant portion of own work, referring unusual situations to the City Planner or others.

Resource Accountability: This classification does not make budgetary or purchasing decisions, but is responsible for the efficient and economical use of resources.