

## Job Description

**Job Title:** Intern, Civil Engineering

**Location:** Downers Grove, IL

**Summary:** The Intern works as part of our Civil Engineering department, gaining practical experience and knowledge of real-world construction projects.

**Essential Duties and Responsibilities** include but are not limited to the following statements.

- Assist design site layouts
- Assist in creating grading plans and stormwater management plans utilizing AutoCAD Civil 3D
- Assist with completing Site Investigation Reports (SIR) to communicate potential roadblocks and establish design criterion
- Review third party drawings
- Assist in the coordination and communication with utility service providers
- Assist in identifying and obtaining all entitlements/approvals/permits/licenses necessary for the project
- Respond effectively to sensitive inquiries

### **Culture, Leadership and Employee Development**

- Exemplifies and promotes our values of integrity, respect, teamwork, excellence and charity.
- Embrace key Sevan-wide initiatives, like Safety and Sustainability.
- Communicates our vision and purpose through Service, Talent, and Choices.
- Serves as a role model and promotes professional behavior.
- Participates in personal career development through on-the-job training and attends training programs.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### **Education/Experience:**

- In progress: 4-year degree in Architecture, Engineering, or equivalent
- Strong ability to communicate, both verbally and in writing, with all levels of the project team including management, project management, clients, client's organization, contractors, and vendors.
- Ability to prioritize and handle diverse workload
- Willing to dive in, proactively ask for new things you can help with, desire to learn and ambition to excel
- Strong attention to detail
- Ability to tolerate ambiguity and be able to work effectively within a diverse workplace
- Strong organizational and time management skills with the ability to prioritize in a changing work environment
- Proficient working knowledge in Microsoft Office Suite

### **Language Ability:**

Read, analyze, and interpret documents. Respond effectively to sensitive inquiries. Strong ability to communicate, both verbally and in writing, with all levels of the project team including management, project management, clients, client's organization, contractors, and vendors.



**Reasoning Ability:**

Willingness to face challenges with the ability to solve problems and motivate others, while maintaining effective relationships with internal and/or external customers by meeting or exceeding their requirements and expectations. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization may exist. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form. Ability to adapt and learn new techniques and processes under constantly changing competitive marketing demands. Ability to communicate well, both verbally and in writing, with all levels of the organization.

**Computer Skills:**

To perform this job successfully, an individual must be proficient in Microsoft Office Suite and email.

**Certificates and Licenses:**

No certifications or licenses required.

**Supervisory Responsibilities:**

None

**Work Conditions:**

This is a hybrid role out of our Downers Grove, IL headquarters. A highly collaborative in-office environment that flourishes when individual and team contributions combine to achieve target goals and objectives. The workplace is dynamic, fast-paced, and flexible. Travel on an as needed basis (0-10%). Regularly required to sit; occasionally required to stand; walk; occasionally lift and/or move up to 15 pounds.

*Sevan Multi-Site Solutions, Inc. is proud to be an equal opportunity employer committed to a diverse and inclusive work environment. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, marital status, genetics, disability, pregnancy, veteran status or any other basis protected by law.*