



## 2023 Emerio Design Internship Program

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### Internship Program Overview

Emerio Design is an engineering, surveying, and construction management consulting firm focused on people and communities. We are passionate and excited about what we do and it shows in our relationships with teammates and clients and the quality of our work. The key to Emerio's success is our employees and we have created a strong relational culture.

Emerio's Founder and Owner, Neil Fernando, has a passion for investing in the next generation of engineers and surveyors by offering summer internships to college students studying in these fields. We are looking to invest in students who are enthusiastic, dedicated, teachable, and flexible. Our goal is to help interns gain a clearer understanding of the skills and knowledge needed for a successful career. We also expect that our interns will work hard to accomplish the projects and tasks assigned.

### Application Steps:

Thank you for your interest in applying for an internship during the 2023 summer at Emerio Design. To apply for an internship, please review the application and internship schedule below and the civil intern job description in this packet, and then submit the following information via email to Shawn Mitchell ([shawn@emeriodesign.com](mailto:shawn@emeriodesign.com)).

1. A cover letter
2. An up-to-date résumé
3. A completed copy of the Internship Application

### Application and Internship Schedule:

Application Deadline: Friday, March 24, 2023

Interviews (if necessary): April 10-14, 2023

Notifications or Offer Letters Sent: April 17-21, 2023

10-week internship: Monday, June 5th – Friday, August 11<sup>th</sup>

Anticipated work schedule: Monday – Friday, 8a – 5p



**Job Title:** Survey Design Intern

**Summary:**

**Design Intern:** Project-level design or other work as directed by the assigned Mentor, Task Leader, Project Manager, or Supervisor. Requires basic knowledge of AutoCad or Civil3D and/or MicroStation. The Intern must be able to take direction, possess good writing and communication skills, and must have knowledge of basic civil engineering principles and concepts.

**Survey Intern:** Project-level field work that requires knowledge of surveying principles and equipment. The Survey Intern must possess good communication skills, work in a team setting, and be able to take direction from more senior level staff.

**Duties and Responsibilities** include the following. Other duties may be assigned.

1. Possess ability to prepare project-related documents, including plan and detail sheets and estimates for bidding and construction, as directed.
2. Possess ability to prepare project-related documents, including survey notes.
3. Communicate effectively with others.
4. Use AutoCad or Civil3D and/or MicroStation.
5. Use survey equipment and software.
6. Proficient in Word and Excel; use network drives and email.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education/Experience:** Currently attending a two or four-year college or university.

**Language Ability:** Ability to read, analyze, and interpret professional journals, technical procedures, governmental regulations, and jurisdictional surveying standards. Ability to write reports and professional correspondence. Effective communication skills both verbal and written are desired.

**Reasoning Ability:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Computer Skills:** To perform this job successfully, an individual should have knowledge of Microsoft Office; spreadsheet software; basic CADD software (i.e. Civil3D and/or MicroStation); internet software; surveying equipment and software (Trimble Access or Survey Pro); and network drives and email.

**Certificates and Licenses:** Valid Driver's License required.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate but occasionally can be high. While performing the duties of this job, the employee is regularly exposed to outdoor weather conditions.

The employee is regularly exposed to work which takes place near traffic, moving mechanical parts and heavy equipment.

**Physical Demands:** The physical demands 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.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands; reach with hands and arms; and talk or hear. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 30 pounds.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

When visiting sites personnel are required to wear appropriate PPE. Certain work sites will require the wearing of hard hats and safety glasses which will be provided by the company. Safety vests and shirts are required for all work sites.



## EMERIO DESIGN INTERNSHIP APPLICATION

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ (mm/dd/yyyy)  
(Last) (First) (MI)

Local Address: \_\_\_\_\_  
(Street) (City) (Zip)

Permanent Address: \_\_\_\_\_  
(if different) (Street) (City) (Zip)

Contact Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

**INTERNSHIP PROGRAM DATES: June 5th to August 11th, 2023**

Do you anticipate any conflicts with this schedule? If so, please list below:

### EDUCATION

Complete Name of Institution

Major:

GPA:

Type of Degree pursuing:

Expected Date of Graduation:

Year in School (as of start of next academic year):

Name and Contact information of Faculty Advisor:

### ADDITIONAL INFORMATION:

Please indicate, from the following internship options, which areas of service most interest you:

- |  |   |
|--|---|
| <input type="checkbox"/> Site Civil Engineering      | <input type="checkbox"/> Structural Engineering |
| <input type="checkbox"/> Transportation Engineering  | <input type="checkbox"/> Land Surveying         |
| <input type="checkbox"/> Water Resources Engineering | <input type="checkbox"/> Drafting/CADD          |
| <input type="checkbox"/> Construction Management     |   |

Why do you want to intern at Emerio Design?

What strengths do you have that make you the best internship candidate for Emerio Design?

What relevant experience do you have? *(i.e. prior job or internship; clubs, organizations, or hobbies)*

Please select if you have any of the special skills listed below:

- |   |  |
|---|--|
| <input type="checkbox"/> AutoCAD/Civil 3D             | <input type="checkbox"/> Microstation/Inroads    |
| <input type="checkbox"/> GIS                          | <input type="checkbox"/> Revit/BIM               |
| <input type="checkbox"/> Microsoft Excel              | <input type="checkbox"/> InDesign/Graphic Design |
| <input type="checkbox"/> Stormwater Modeling Software | <input type="checkbox"/> Other:                  |

What are your current educational goals?

What are your long term vocational goals?

How did you hear about Emerio Design's internship program?

**REFERENCES:**

First Reference Name:

Relationship to Reference:

Mailing Address:

Email Address:

Phone Number:

Second Reference Name:

Relationship to Reference:

Mailing Address:

Email Address:

Phone Number:

**TERMS AND CONDITIONS:**

Emerio Design is an equal opportunity employer and, as such, considers individuals for employment according to their abilities and performance. Employment decisions are made without regard to race, religion, age, color, sex, national origin, physical or mental disability, marital or veteran status, or any other classification protected by law. We believe that every Emerio Design employee represents our business and values in each aspect of their life. All employment requirements mandated by state and federal regulations will be observed.

If accepted into the internship program, participants will be expected to read and abide by the Emerio Design Employee Handbook, explaining our employment policies and practices.

Internship offers are contingent upon completion of approved Kennect background check and return of the Emerio Design, LLC paperwork – via iSolved Onboarding including the submittal of i9 Identification Documents. Emerio Design, LLC participates in E-Verify as a part of the on-boarding process.