

# **SNOHOMISH COUNTY INTERNSHIP DESCRIPTION**

## **INTERN – FACILITIES MANAGEMENT AUTOCAD INTERN**

Spec No. 9207

### **SNOHOMISH COUNTY INTERNSHIP PROGRAM**

Snohomish County supports internship programs that provide work experience for students in an accredited post-secondary institution that is related to their course of study. The internship program is designed so that the student will have the opportunity to apply principles and theories learned in the classroom, gain new skills, explore a career path and be supervised and mentored by a professional in their field.

The student may choose to receive scholastic credit for their internship in accordance with the guidelines set by their school.

### **BASIC FUNCTION**

Provide general program assistance to Snohomish County's Facilities Maintenance Division.

### **STATEMENT OF ESSENTIAL INTERNSHIP DUTIES**

1. Assists with interpreting floor plans, entering polyline data using AutoCAD and interfacing with Facilities computerized maintenance management systems (CMMS).
2. Assists with keying or coding of data and typing of tabular data for insertion into the CMMS database.
3. Assists with modifying and editing AutoCAD drawings to prescribed specifications and procedures.
4. Assists with preparing reports as assigned.
5. Assists with operating computer equipment as required.
6. Assists with preparing documents, procedures, and maintains records of completed assignments.

### **STATEMENT OF OTHER INTERNSHIP DUTIES**

7. Performs related duties as required.

### **MINIMUM QUALIFICATIONS**

Must be able to show proof of enrollment in an accredited post-secondary institution at the time of the Internship. If the Internship occurs during the summer, the student must provide proof of summer or fall enrollment.

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#### **MINIMUM QUALIFICATIONS** (Continued)

Must have had training and experience with AutoCAD, including polyline functions and working with AutoCAD layers, and be currently working towards a degree in business, engineering, facilities maintenance, information technology, or closely related field.

#### **PREFERRED QUALIFICATIONS**

Proficiency in data management and automation skills is desired. The Facilities Management Intern should also have working knowledge of AutoCAD software and Microsoft Office. Some experience with SQL is desired.

#### **KNOWLEDGE AND ABILITIES**

Increase Intern Knowledge of:

- the principles and practices of commercial facility drawings;
- AutoCAD software to input, manipulate or edit floor plans;
- AutoCAD software to produce floorplans used to locate people and equipment;
- the organization, structure and function of county government;
- business writing and report preparation;
- maintaining required records and preparing necessary reports;
- application of relevant federal, state and local laws, codes, rules, regulations and guidelines;
- research and analysis techniques;
- client interaction and project management

Increase Intern Ability to:

- communicate effectively, both orally and in writing, in a multicultural workforce serving a diverse population;
- prepare clear and concise written reports and presentations;
- prioritize and resolve problems;
- exercise initiative and judgment and make decisions within the scope of assigned responsibility;
- establish and maintain effective work relationships with elected officials, department heads, associates, subordinates and the general public;
- analyze and solve work related problems.

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**SUPERVISION**

Intern will receive direction from a Facilities Management professional as assigned. Assignments are made indicating generally what is to be done, the quantity of work expected, and any deadlines which are required to be met.

**WORKING CONDITIONS**

The work is performed in the usual office environment.

Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: June 2016  
EEO Category: 3 - Technicians  
Intern Wage: \$14.00/hour  
Workers Comp: 5306 Non-Hazardous