



**GILMORE & ASSOCIATES, INC.**  
ENGINEERING & CONSULTING SERVICES

## **Intern**

**Reports to:** Landscape Architect, Community Planner  
**Status:** Non-Exempt

**Department & Location:** New Britain **FLSA**  
**Classification:** Technicians

### **Position Description:**

Multi-discipline Civil Engineering Firm with Co-op/Internship Position to provide students with experience in all landscape architecture and planning areas. Gilmore & Associates, Inc. ([www.gilmore-assoc.com](http://www.gilmore-assoc.com)) has five offices in Pennsylvania. G&A provides full civil engineering services for municipal, land development, institutional, and private clients.

### **Work Duties May include:**

- Working in landscape architecture, community planning, land development
- Performs assignments provided by the Project Landscape Architect, Community Planner, or Project Manager
- Compiles data and prepares plans, graphics, reports, and/or studies with guidance from the Project Landscape Architect, Community Planner, or Project Manager

### **Desired Qualifications:**

- Ability to work independently and as part of a project team.
- Exhibit a positive, energetic, and cooperative attitude.
- College experience, with track toward Bachelor's Degree in Landscape Architecture or Planning.

### **Essential Knowledge, Skills & Abilities:**

- Organized and detailed oriented with excellent interpersonal skills
- Exceptional oral and written communication skills including the ability to compose letters and complex reports
- Exceptional graphic skills, both hand and computer generated.
- General knowledge of native plant materials in the region
- Demonstrates the highest degree of ethical behavior and candor.
- Knowledge in Microsoft Suite, AutoCAD (preferably Civil 3D), Adobe Creative Suite (Photoshop/Illustrator), and SketchUp a plus

### **Physical Demands:**

These physical demands are representative of the physical requirements necessary for 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 required to talk and hear. The employee is often required to stand, walk, sit and use their hands and fingers, to handle or feel objects and to manipulate keys on a keyboard.

The employee is occasionally required to reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Employee must occasionally lift and/or move up to 20 pounds. Vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**Work Environment:**

Work is generally performed within an office environment where the noise level is usually quiet to moderate. When work is performed outdoors on construction sites, conditions may vary by client and facility. Adherence to all health and safety requirements within the office, on construction sites and detailed within our Health & Safety Manual is imperative.

*Gilmore & Associates, Inc. is an Equal Opportunity Employer.*