



The City of San Mateo invites applications for the position of:

Position: Intern for Public Works Engineering Department

Salary: Ranges from \$16.78 to \$20.01 per hour based on qualifications

Job Type: Internship

Location: Public Works Department 330 W. 20th Avenue, San Mateo, CA 94403

Duration: 40 max hours per week based on needs

Application: An official City of San Mateo employment application **and** supplemental questionnaire is required.

Closing Date: Upon receipt of the **first 100 applications and supplemental questionnaire or by March 29, 2019, whichever occurs first**

THE POSITION: The City is looking for up to three (3) interns who will assist the Public Works Engineering Department on various municipal projects. Positions are open for the following fields of interest:

- Capital Improvement Program (CIP) – Civil engineering majors with an interest in capital improvement project management, design of civil infrastructure, and construction delivery processes.
- Private Development and Right-of-Way (ROW) Permitting – Civil engineering majors with an interest in plan checking development projects, reviewing a variety of City issued permits, and other related tasks to improve the functions of development and ROW review.

MINIMUM QUALIFICATIONS: Applicants must be in the process of earning an undergraduate or Master's degree in civil engineering or a related field as described above. Applicants must have a valid California Driver's License (Class C).

Knowledge, Skills and Abilities:

- Ability to learn new information quickly
- Effective verbal and written communication skills
- Strong research and analytical skills
- Proficiency in Microsoft Office applications (Excel, PowerPoint, Project) and web-based resources
- Ability to plan, organize and coordinate workload
- Ability to work independently and within teams
- Exhibit a positive attitude and flexibility in accepting assignments
- Adobe Acrobat Pro, AutoCAD, Google Earth, or ArcGIS experience is highly desirable
- Experience with interpretation of technical information and statistics

DUTIES: The primary projects will include the following:

- Assisting engineering project managers with administrative or technical tasks
- Drafting engineering plans in AutoCAD
- Creating map displays using Google Earth or GIS
- Gathering, compiling, and presenting data for engineering and construction projects
- Organizing and tracking inspection reports, testing results, invoices, and other construction documentation
- Conducting field assessments of the condition of streets, drainage systems, and other public works infrastructure
- Investigating and proposing responses to questions or inquiries from residents
- Assist in other areas such as interdepartmental communication and public outreach

In addition, the intern may work on a variety of other projects depending upon their time and interests.

HOW TO APPLY: Interested candidates should submit an official City of San Mateo employment application and supplemental questionnaire on-line on CalOpps.org by **March 29, 2019, or upon 100 applications, whichever occurs first.**

REQUIRED SUPPLEMENTAL QUESTIONNAIRE:

- 1) Please submit a cover letter discussing your interest and experience as it relates to this position.
- 2) Explain why you would like to join the City of San Mateo.

For additional information:

Contact Jeffrey Tom at 650-522-7575 or by e-mail at jtom@cityofsanmateo.org