

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

Position: Intern - Department of Public Works

Salary: \$16.78 to \$20.01 per hour (Dependent on Qualifications)

Job Type: Internship

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

Duration: 40 max hours per week with hybrid schedule (e.g. remote and in-person)

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

Closing Date: April 15, 2022 or upon receipt of the first 100 applications **and** supplemental questionnaires.



THE POSITION: The Public Works Department at the City of San Mateo has an opportunity for up to five (5) interns who will assist on various municipal projects. Positions are considered for the following fields of interest:

- Capital Improvement Program (CIP) – Civil engineering majors with an interest in capital improvement projects, design of civil infrastructure, and construction delivery procedures. Assist with project standards, standard specifications and drawings, CAD drafting, plan review, construction cost estimates, data collection and analysis.
- 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, mapping, and other related tasks to improve the functions of private development and ROW review.
- Clean Water Program (CWP) – Civil engineering majors with an interest in wastewater collection and treatment. Assist with project development tasks, internal standardization, design of sewer rehabilitation projects, review of design submittals, procurement support, and data collection and analysis.
- Transportation Planning/Traffic Engineering – Civil engineering majors with an interest in parking, transportation, and traffic engineering. Assist with creating parking zone signage, mapping, program evaluations, document organization and filing, field data collection and analysis, traffic studies, and plan reviews.
- Communications/Outreach Support – Communications, public policy, political science, economics, and urban planning majors with an interest in government, public works, public outreach, and policy. Assist with public outreach, council presentations, outreach materials, training materials, do valuable research, conduct public surveys, and data collection and analysis.

MINIMUM QUALIFICATIONS:

- BA/BS Candidate or MA/MS Candidate of a related field as described above
- Strong analytical, writing, research, and verbal skills; effective written and oral communication
- Valid California Driver's License (Class C)

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to learn new information quickly
- 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
- Writing experience for webpages, social media, and outreach material is highly desirable
- Experience with interpretation of technical information and statistics

DUTIES: The primary duties will depend on the intern's assigned position and associated field of interest and may include the following:

- Assisting engineering project managers with administrative or technical tasks
- Drafting engineering plans/standards 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/collection systems, and other infrastructure
- Investigating and proposing responses to questions or inquiries from residents
- Assist in other areas such as procurement, communication, public outreach, and public surveys.

In addition, the intern may work on a variety of other projects depending availability and workload.

COVID-19 VACCINATION REQUIREMENT:

In order to promote a safe and healthy workplace for employees and members of the public who interact with employees or visit City of San Mateo worksites and facilities, the City requires all new hires to be fully vaccinated prior to their start date as a condition of employment. This vaccination requirement applies to all merits, per diems, retired annuitants, student assistants, interns and re-hires appointed by the City after January 10, 2022. Fully vaccinated means that the person received, at least 14 days prior, either the second dose in a 2-dose Covid-19 vaccine series (e.g. Pfizer or Moderna), or a single-dose Covid-19 vaccine (e.g. Janssen), as defined by the CDC. Candidates requesting a reasonable accommodation request for an exemption from this vaccination requirement based on a medical condition or a sincerely held religious belief must notify lcoles@cityofsanmateo.org or (650) 522-7264 and complete the appropriate Accommodation Request form prior to the start date of employment. The City will review exemption requests on a case-by-case basis.

HOW TO APPLY: Interested candidates should submit an official City of San Mateo employment application **and** supplemental questionnaire by April 15, 2022 on-line on CalOpps.org.

or

Submit an official City of San Mateo application **and** supplemental questionnaire by April 15, 2022 to the City of San Mateo Human Resources Department, 330 W. 20th Avenue, San Mateo, CA 94403

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 Tina Pham at 650-522-7305 or by e-mail at tpham@cityofsanmateo.org

The City of San Mateo is an equal employment opportunity employer.