

The City of Emeryville Public Works Department is looking to fill 1-3 intern positions beginning immediately. These are paid internships with pay linked to level of education. The positions are half time, meaning each one is funded for an average of 20 hours/week throughout the fiscal year; in practice, interns' schedules can be flexible, with hours that vary based on academic or other obligations.

The three positions are all in Public Works, and duties can be fluid among the interns depending on department need, intern skills and abilities, and intern interest. In general, one intern is needed to focus on the engineering tasks listed below under Engineering, one is needed to focus on sustainability, climate action planning and tracking, and other environmental issues, and one is needed to work on transportation-focused projects as described below.

Data management and GIS skills are useful in most of these tasks. Communication skills including writing for reports, grant applications, and public outreach are desirable.

To get more information, contact Keely Nelson at knelson@emeryville.org or Nancy Humphrey at nhumphrey@emeryville.org. To apply, please send a resume and a note describing your interests and availability.

Public Works Intern Tasks

Engineering/General:

Encroachment Permit Coordination - utilize Trakit to intake, organize, and track encroachment permits (and possibly private sewer lateral (PSL) permits), including reviews, inspections, payments, and reimbursements; run Trakit reports for monthly metrics.

ADA Transition Plan – manage enforcement notifications to property owners for sidewalk compliance; review GIS data to formulate annual sidewalk and curb ramp projects.

GIS Database and Maps – conduct field research and collect inventory data; create and update maps; maintain inventory databases; manage website upload and maintenance of GIS maps (once maps online).

Sewer Regulation Requirements – assist with Consent Decree requirements, AMIP program, annual report, annual CIWQS questionnaire, SSMP audits, NPDES renewal, and SSO reporting; maintain sewer main, manhole, and lateral data in GIS.

Community Outreach for Construction Projects – create mailers and mailing lists based on parcels within project radius.

Measure B/BB/VRF Compliance Reports – write and publish articles highlighting Measure B/BB/VRF funded projects for the end-of-year compliance report; update webpage; photo-document required public outreach.

Public Works Website – maintain and update Public Works web pages including Measure B/BB/VRF reporting and construction project pages; create online forms; update online documents and resources.

CIP Project Assistance – assist engineering staff with CIP projects; perform field surveys and inspection support as needed.

Engineering/Specific:

Create new form, ideally online, to intake temporary no parking requests for moving vans / storage pods. Coordinate notifications to both Police and Public Works.

Complete spreadsheet of historical encroachment permit data and submit to IT for upload to Trakit. Review “shell” permits, update data, and attach documentation.

Public Works Crew Procedures – create, update, and maintain SOPs for pump station maintenance, sidewalk hazard mitigation, etc.

Sustainability:

Track compliance with stormwater management requirements city-wide – utilize GIS and excel to quantify stormwater treatment and to plan future projects.

Prepare sections of grant applications as necessary/possible. Grants range from small to large, in program categories including energy efficiency, EV infrastructure, active transportation infrastructure, and more. Track and prepare reports on grant progress.

Maintain and update web pages; create online forms; update online documents and resources.

Prepare contract documents for sustainability-related projects such as Bay-Friendly Landscaping, EV infrastructure, and trash capture devices.

Prepare City Council staff reports for sustainability projects and programs, and potentially present at City Council.

Track energy usage in City facilities and facilitate energy upgrades as possible.

Track and report on GHG emissions as necessary, using existing software and data sources.

Assist with waste management efforts including in-house and community outreach on proper waste sorting; waste audits; and the possible implementation of programs or ordinances related to reusables and compostables in food service.

Assist with planning and implementation of community events such as Coastal Cleanup and Bike to Work Day.

Transportation:

Assist with development and implementation of the City’s new micromobility (scooters, bike share) permitting process and data tracking related to micromobility services.

Assist with design, procurement and operations of City traffic signal equipment.

Assist with the implementation of the City's planned parking management program, including synthesis and inclusion of data from a recent study on best and highest use of the curb. Public outreach and education may be part of this task.

Assist with grant management and design of new exhibits for pedestrian and bicycle safety projects.

Analyze and report on data related to traffic volumes for both motor vehicles and alternative modes of transportation.

Create a plan for fleet electrification for the Police Department and Public Works. Assist with grant funding for electrification of the City's paratransit vehicles and potentially Emery Go Round.