



CITY OF WALNUT CREEK
invites applications for the position of:

Engineering Intern

An Equal Opportunity Employer

SALARY: \$20.00 - \$25.00 Hourly

CLOSING DATE: Thursday, April 4, 2019 at 05:00 PM

POSITION DESCRIPTION: Are you interested in working in the field of civil engineering? Do you want to make a difference in your community while gaining experience working in local government? The City of Walnut Creek's Engineering Division is seeking a collaborative team oriented Engineering Intern to assist the Engineering Division of the City's Public Works Department with a variety of projects and tasks.

This is a specialized classification for college students or recent graduates planning to enter the public sector. The nature of work is varied and includes assisting with civil engineering work under direct supervision in the design, construction, inspection, and coordination of a variety of public works projects. The majority of the Engineering Intern's work will be completed in an office environment, with occasional construction/site visits.

REPRESENTATIVE DUTIES: The candidate may work in several fields of engineering and perform the following duties:

- Assists staff with complex engineering problems.
- Assists in the preparation of plans and specifications for City projects, such as construction of streets, storm drains, and other public works projects.
- Assists with engineering work related to subdivisions, development, site improvement construction, land division, transportation, traffic engineering, and preparation of other plans and applications as well as other related work.

QUALIFICATIONS GUIDELINES: This internship is open to recent accredited college or university graduates or students currently enrolled in undergraduate or graduate studies with major coursework in Civil Engineering, Construction Management, Transportation/Traffic Engineering, Environmental Engineering, or a related field is required.

One year of classes and/or work experience in civil engineering or public works experience is necessary.

The ideal candidate is:

- Collaborative, flexible, and team oriented
- Interested in learning materials, methods, and techniques in the design and construction of civil engineering projects

- Seeks to understand applicable laws, regulations, ordinances, and engineering standards pertaining to the design and construction of public works projects
- Resourceful and a problem solver
- Can effectively utilize computer applications, including familiarity with AutoCAD Civil 3D
- Familiar with Microsoft Office Suite, including Word, Excel, PowerPoint, and Outlook
- Enthusiastic about learning new technology and programs
- Positive and able to maintain effective working relationships with our team, co-workers, and the public

SPECIAL REQUIREMENTS:

Possession of or ability to obtain, prior to employment, a Class C California Driver’s License and a good driving record.

SUPPLEMENTAL INFORMATION:

Interested applicants must apply online at www.walnut-creek.org to be eligible for consideration. Complete and submit your online employment application and resume by **5:00 p.m. on Thursday, April 4, 2019.**

All applicants will be notified by email as to whether or not they are invited to participate further in the selection process.

Applicants considered for this position are subject to California Department of Justice fingerprinting.

If special accommodations are necessary at any stage of the examination process, please provide the Human Resources Department with advance notice and every attempt will be made to consider your request.

The City of Walnut Creek’s interns are classified as hourly positions and incumbents are employed by a third party.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:
<http://www.walnut-creek.org>

City of Walnut Creek
 Human Resources Department
 1666 North Main Street
 Walnut Creek, CA 94596

Engineering Intern – Public Works Supplemental Questionnaire

- * 1. Qualification guidelines for this position include graduation from high school, and enrollment or recent graduation from college. Please check your highest level of academic achievement.
 - Some High School
 - High School Graduation or Equivalent
 - Some College
 - Associate’s Degree
 - Bachelor’s Degree
 - Master’s Degree

- * 2. Please check your degree’s major.

Civil Engineering
Environmental Engineering
Transportation/Traffic Engineering
Construction Management
Other

3. If you selected "Other" in question #2, please list your degree/major.

* 4. Have you graduated with a bachelor's or master's degree from an accredited college or university within the past year?

Yes No

5. If you answered "No" to question #4, what year are you going to graduate?

2019
2020
2021
2022
Later Year

* 6. Do you have at least one year of specific civil engineering/related field classes and/or internship experience?

Yes No

* 7. Do you possess an Engineer-in-Training (EIT) certificate?

Yes No

* 8. Do you have any paid or volunteer experience in the field of Civil Engineering or Public Works?

Yes No

9. If you answered 'Yes' to question # 6, please indicate when, where, and in what capacity.

* 10. Please indicate the number of hours that you are available to work per week.

40 hours per week
30 - 40 hours per week
20 - 30 hours per week
10 - 20 hours per week
Less than 10 hours per week

* 11. Why are you interested in this internship and what do you hope to learn from it? (3 paragraphs maximum).

* 12. Describe any clubs, professional organizations, and other experiences that would be relevant to this position.

* Required Question