



CITY OF LONG BEACH

EMPLOYMENT OPPORTUNITY

PROJECT MANAGEMENT/ENGINEERING INTERN (ADMINISTRATIVE INTERN NON-CAREER)

\$16.76 PER HOUR

DEPARTMENT OF PUBLIC WORKS – ENGINEERING

THE DEPARTMENT

The Department of Public Works consists of five bureaus: Business Operations, Engineering, Environmental Services, Public Service, and Transportation Mobility, with 482 budgeted full-time employees. The Department budget is comprised of 9 funds with \$188 million in both the Operating and Capital Improvement Program (CIP).

THE POSITIONS

The Engineering Bureau is seeking interns to assist with Project Management, Design, Construction Services, and Stormwater Divisions. Various capital improvement projects may include facility improvements and park development, street/sidewalk projects, public outreach and grant applications. Placements will be based on the Bureau's needs, as well as the applicant's qualifications and interests. Interns may be placed in one division or can rotate through different divisions. These part-time positions are expected to work approximately 20 hours per week.

EXAMPLES OF DUTIES

- Supports project management related to capital projects;
- Collects, compiles and analyzes statistical and technical data related to Public Works activities;
- Provides technical assistance to Public Works staff conducting plan check review, project management, construction management, review of engineering reports, review of as-built plans, site visits, and preparing project photo diaries and photo simulations;
- Assists with the preparation of grant applications, permit applications, requests for proposals, consultant agreements, public notices, and other project documents;
- Assists in community outreach, responds to public inquiries and attends community meetings;
- Assists in preparing staff reports, and public notices;
- Assists in preparing project cost estimates, scopes, budgets and schedules; and
- Performs other related duties as required.

APPLICATION PROCESS:

Interested applicants must file an application online at longbeach.gov/jobs with the following attachments: cover letter, resume, transcripts (unofficial, scanned copies accepted) and copy of their current class schedule. Online filing will close when the positions are filled and may close anytime during the filing period without further notice.

Incomplete packages will not be processed. The materials submitted will be thoroughly reviewed and only those candidates determined to be best suited for the position will be invited to participate in the selection process, which will include an interview by a selection panel and may include a performance exercise.

MINIMUM REQUIREMENTS:

- Current enrollment in an accredited university (proof of completion of 90 quarter units or 60 semester units required) in Architecture, Business Administration, Civil Engineering, Construction Management, Landscape Architecture, Public Administration, Public Policy, Urban Planning or closely a related field;
- Experience using Microsoft Office, including Project, Access, and PowerPoint;
- Ability to effectively communicate both orally and in writing;
- Excellent interpersonal skills;
- A valid California Class C Driver License; and
- Willingness to work occasional evenings and/or weekends.

DESIRABLE QUALIFICATIONS:

- Experience using databases, AutoCAD, and ArcGIS; and
- Ability to read street and building plans.

THE IDEAL CANDIDATE WILL POSSESS:

- Excellent organizational skills and demonstrate attention to detail;
- Ability to complete assignments independently, accurately, and on time;
- Strong writing, math, and reading skills;
- Strong computer skills (GIS, MS Office, MS Project) and the ability to apply them to the field;
- Self-starter, dependable, diligent, amenable to performing menial tasks to advance project goals; and
- Ability to exercise professionalism by combining tact, patience and a personable demeanor.

This information is available in an alternative format by request to the Department of Public Works, Personnel Division, at (562) 570-4686. If you require an accommodation because of a disability in order to participate in any phase of the selection process, please request so by contacting the Personnel Division at (562) 570-4686.

AN EQUAL OPPORTUNITY EMPLOYER, THE DEPARTMENT OF PUBLIC WORKS VALUES AND ENCOURAGES DIVERSITY IN ITS WORKFORCE.