



# Engineering Intern Part-Time, Temporary

## Definition

Under the direction of Engineering staff, perform a variety of engineering field related tasks.

## Class Characteristics

This is an internship level classification responsible for assigned activities related to the Town's Public Works Engineering Division. Responsibilities include the preparation of an update to the Town's Engineering & Traffic Surveys, including data collection and analysis. This position will provide time shadowing project managers, visiting job sites, and gaining meaningful experience with consultants.

## About the Responsibilities

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Assists supervisor and department staff members with a variety of support duties as assigned.
- Assists in researching, compiling, and analyzing data.
- Prepares and/or processes routine reports, correspondence, and records.
- Performs computer data entry to record and retrieve department information.
- Interacts with interdepartmental staff and other agency representatives in obtaining or providing data.
- Performs routine clerical tasks as needed, including copying, and filing documents, collating materials, etc.
- Performs routine field reconnaissance and inspections as needed.
- Picks up and delivers documents, materials, supplies, etc., as needed.
- Prepares plans and drawings as directed by supervisor and department staff members.
- Performs related duties as assigned.

## The Ideal Candidate

### Knowledge of:

- Business English, spelling and grammar; modern office practices, procedures and equipment; personal computer operations; AutoCAD; Microsoft Office Suite, specifically Word and Excel; basic math principles; effective public relations/customer service principles, practices and techniques.

### Ability to:

- Utilize general office equipment such as a telephone, fax, printers, copiers, and computers.
- Learn and apply City policies, procedures, rules and regulations.
- Conduct basic research, research, compile and analyze data and prepare accurate reports and correspondence.
- Reason logically, draw valid conclusions and make appropriate recommendations.
- Maintain work effectiveness and meet deadlines with frequent changes in workload and the priority of assignments.
- Understand and carry out oral and written instructions.
- Communicate clearly and concisely, orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Provide quality customer service.

### Education & Experience:


Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

**Preferred:** Must be currently enrolled in an Undergraduate Civil Engineering Program (Sophomore or Junior level).

**Accepted:** Must be currently enrolled in a collegiate program with a focus in Civil Engineering courses.

### Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment and a satisfactory driving record.

The background of the entire page is a photograph of the Town of Paradise building at sunset. The building is a two-story structure with a dark grey facade and several windows. The sky is a mix of orange, pink, and blue. In the foreground, there are some trees and a flower bed with pink and white flowers.

# Town of Paradise

5555 Skyway

## Important Application Information

- To apply for this opportunity, submit a completed [Town of Paradise Application](#) for Employment to the following address by, **Thursday, March 30, 2023 @ 5:00 p.m.**
- Town of Paradise – Human Resources Department  
**Attn: Engineering Internship P/T**  
5555 Skyway  
Paradise, CA 95969
- Application packets must include the following:
  - [Employment Application Form](#)
  - Resume and Cover Letter

The Pay rate for the Engineering Internship is:

**\$20.00 per hour**

Up to 40 hours per week

Up to 3-month Summer Internship

## Benefits

This part-time, temporary position is eligible only for those benefits that are legally required, such as the following:

- Social Security
- Medicare
- FICA
- Worker's Compensation

## Final Filing Date

**5:00 p.m. on Thursday, March 30, 2023**

Postmarks will not be accepted as proof of filing date

## Selection Procedure

Following a review of the applications, top candidates who meet the minimum qualifications will be invited to participate in an oral board testing process. The successful candidate will be required to pass and extensive background check and pre-employment physical examination at the Town's expense, and final background review prior to appointment.

The information contained in this announcement is general in nature and does not constitute an expressed or implied contract. Employee benefits may vary with different employee bargaining units and are subject to change by mutual agreement.

The Town of Paradise is an Equal Opportunity/Affirmative Action Employer