



CITY OF GUADALUPE

Intern - Public Works

JOB DESCRIPTION

07/20/2022

DEFINITION:

Under the direction of the Public Works Director or designee, completes specific projects employing basic engineering skills such as computer operation, technical writing, research, map reading, plan review and field work, and performs related duties as assigned. This is a temporary position, with no expectation of full time, long-term, or permanent employment. Position requires 10-19 hours per week for a minimum of six months.

The Public Works Intern is an educational position, in which the candidate learns to apply skills and knowledge learned in school. This position is best suited for a continuing or newly graduated student studying engineering, technology, or related field. Tasks are project specific. Depending on current City needs and candidate interests, projects may be related to water, wastewater, stormwater, streets, or transit.

ESSENTIAL FUNCTIONS:

- Establish a consistent work schedule, taking into account current class load and City needs.
- Work with supervisor to identify project(s), expectations, schedule, and criteria for deliverables.
- Research, collect data, analyze, summarize, and maintain integrity of programmatic data using computers, source documents, and other records.
- Use a computer to write, organize and analyze data, and correspond with others.
- Regularly discuss project progress with supervisor, and adjust schedule as needed based on conditions.
- Produce deliverables on schedule.

PERFORMANCE STANDARD:

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

KNOWLEDGE/SKILLS:

- Engineering terminology, practices, procedures and basic principles.
- Mathematics, algebra, geometry, trigonometry and statistics related to engineering work.
- Standard office practices and procedures including manual and electronic file development and maintenance; data gathering and research techniques; methods and procedures for archiving and retrieving technical documents, maps and drawings.
- City operating policies and departmental work procedures and quality standards.
- Basic computer skills, including Word, Excel, and Outlook. GIS and/or databased experience desirable.



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EDUCATION/EXPERIENCE:

- Current enrollment in or recent completion of engineering, technology, or related field.
- Graduation from high school or GED required.
- Possession of a valid California driver's license, Class C, and a satisfactory (clean) driving record.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Occasionally bend, stoop, crouch, kneel, handle, grip, grasp, extend neck upward, downward, or side-to-side. Frequently reach above, at, and below shoulder level.
- Ability to occasionally lift, carry, push, and pull materials and objects up to 40 pounds.
- Visual acuity which could be corrected sufficiently to perform the essential functions of the position; average depth perception needed.
- Ability to communicate to exchange information effectively verbally both in the field and in an office environment, and to hear and comprehend oral instructions and communications.
- Frequently use telecommunications equipment; drive motorized equipment/vehicles.
- Frequently sit, stand or walk and use a computer.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Occasionally work in outside weather conditions and is exposed to wet and/or humid and dirty conditions.
- Occasionally work near moving mechanical parts and electrical hazards.
- Occasionally work in contact with hazardous chemicals.

The noise level in the work environment is usually quiet in the office and moderate to loud in field settings.

HOURLY SALARY: \$17.902

This job description is not intended to be all-inclusive. The employee may also perform other reasonably related duties as assigned. The City of Guadalupe provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

TO APPLY: Go to our website at www.ci.guadalupe.ca.us and download our application.

Send completed application to:

**City of Guadalupe
HR Department
P.O. Box 908
Guadalupe, CA 93434**

OR

Email application to:

avillegas@ci.guadalupe.ca.us

Equal Opportunity Employer