

Civil Engineering Internship

The City of Urbana is seeking a qualified student for a Civil Engineering summer internship with the City Engineering Department.

Minimum Qualifications

- Civil Engineering major
- Student heading into their junior or senior year of college or beyond
- Valid Ohio Driver's license

Desired Assets

- At or above a 3.0 GPA
- Self-disciplined
- Good work ethic
- Good communication skills
- AutoCAD experience

Job Description (all or some of these activities may be required)

- Construction site inspection for various municipal projects, including the preparation of daily logs and as-built drawings. Also possess the ability to relay pertinent information to the City Engineer as situations arise.
- Update utility records as projects are completed or errors are found.
- Assist City Engineer with bridge inspections.
- Assist City Engineer with concrete inspections for right-of-way permits.
- Assist City Engineer with private construction site inspections.
- Possess the ability to read and comprehend plans, City and ODOT specifications and bid documents.
- Plan review and preparation.
- Miscellaneous survey work, including acquisition of topographic and location data. May be asked to learn a new GPS unit and use it for inventory purposes.

Pay and Time Frame

- \$15.00/hr
- Up to 12 weeks, summer 2017 8:00AM to 4:30PM working hours with a half-hour lunch
- Start and end date flexible based on the needs of the student chosen
- The selected candidate must successfully complete a background investigation and a pre-employment drug screen.

Submit

- Résumé with three references
- Cover letter addressing the prospective intern's desire to apply for the position of "Civil Engineering Intern" with the City of Urbana and his/her summertime availability.
- Submit to the City of Urbana in *one* of the following two ways:
 - Mail to: HR Office, City of Urbana, P.O. Box 747, Urbana, OH 43078-0747
 - Email to: liela.anderson@ci.urbana.oh.us a PDF of the résumé and cover letter

Application deadline for first consideration is 4/17/17 and will be accepted until the positions are filled.

Posting

- Visit urbanaohio.com *Employment Opportunities* for information.

The City of Urbana is an Equal Employment Opportunity Employer and the City complies with the Americans with Disabilities Act.