



CITY OF SANTA ANA
Design Engineering Intern
Pay Rate: \$14.53-\$17.65
Term: Part-Time – 20 hrs/wk



ESSENTIAL FUNCTIONS

Under the direction of Design Engineering staff, intern will assist with preparation of engineering drawings and estimates; prepare and modify spreadsheets, project displays, and various reports; conduct data research, field investigations, responses to the public and other agencies, and performs a variety of general office tasks.

CHARACTERISTICS OF SUCCESSFUL PERFORMERS

A successful performer is self-motivated, willing to learn and work well in a team environment, has good verbal and written communication skills, and a professional and courteous attitude. Must possess the ability to work independently and make decisions. Organization and time management skills are essential in order to bring a given task to completion. In addition, performer must have the ability to adapt to a variety of computer programs.

REQUIREMENTS

- Undergraduate, currently enrolled in a Civil Engineering Bachelor's program (Junior Level preferable).
- Candidate must be available to work for two or more years, 20 hours per week.
- Bilingual – Spanish preferred.
- Must have ample knowledge of computer software such as AutoCAD and/or Microstation and Microsoft Office applications.
- Possess and retain a valid Class C California Driver's License with good driving record.

APPLICATION PROCEDURE The following documents are required:

- **Resume** detailing all qualifications as they relate to this position and its requirements.
- **Letter of Interest** describing career goals and reason for seeking Design Engineering Internship.
- Names, addresses and phone numbers of three references, one of which must be a current or former professor.
- **Proof of Enrollment** from accredited **Civil Engineering Program**.

Please mail, e-mail, or fax the required documents to:

City of Santa Ana
C/o Carlos Castellanos
PWA-Design Engineering M-36
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