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City of Anaheim

WATER UTILITY COUNCIL CITY EMPLOYMENT

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Human Resources

posted Thursday, March 22, 2007

PART TIME ADMIN INTERN II-ENG/CONTRACT ADMIN**Employment Type**

Part-Time

Description

Under direct supervision, the Part Time Administrative Intern II – Engineering / Contract Administration performs a variety of engineering and administrative tasks to assist the Department of Public Works, Contract Administration Section in its goal of completing Capital Improvement Projects. The successful individual is a person who will:

- Update project status sheets and maintain project files for each contracts specialist.
- Handle renewals and inquiry communications between Contract Administration and Insurance and Bond companies.
- Handle information requests from contractors and contract compliance organizations.
- Update the Capital Improvement Program Report for the City Manager's Office. Help assemble and reproduce plans and specifications.
- Use internet technology to do checks on general contractors and their bond companies. Handle transmission of submittals between contractor and specialists.
- Construct bid sheets and progress payment forms. Provide project updates for the Public Works Web Site.
- Perform other job-related duties as required.

NOTE: This is a part time position (20-30 hours per week). Hours worked during summer break may increase, with no maximum number of hours guaranteed. The scheduling of working hours can be arranged around class schedules.

Salary**SALARY RANGE****\$11.49 - \$16.98 Per Hour****Position Requirements****This Position Requires:**

- **Current enrollment in upper division or graduate level courses in a college or university program; course work in the area of Engineering, Business Construction Management highly desirable.**
- The ability to operate a personal computer using Microsoft Excel, Word, Access, Explorer, Project and Netscape Navigator, and other related software programs.
- The ability to communicate effectively orally and in writing; establish and maintain an effective working relationship with those contacted in the course of work.
- Possession of a valid California Driver's License by date of appointment.

Special Instructions

Applications will be accepted by the Human Resources Department on a **CONTINUOUS BASIS** with a first review date of **FRIDAY, APRIL 13, 2007**.

To fill out an online application visit: http://anaheim.net/jobs/job_list.asp

Candidates must be specific and complete in describing their qualifications for this position. Failure to state all pertinent information may lead to elimination from competition. The successful candidate may be required to take a post-employment medical examination which will include a drug/alcohol screening. New employees must provide documentation to establish both work authorization and identity. Visit Anaheim's "home page" at www.anaheim.net.