

City of Santa Ana

Construction Engineering Intern

Pay Rate: \$14.53-\$17.65 per hour

Part-time-up to 20 Hrs/Wk

ESSENTIAL FUNCTIONS

Under direction of Construction Engineering Staff, assists with the construction management of projects under the City's capital improvement program. Projects include construction of water, sewer, and storm drain lines, traffic signals, buildings, parks, street, sidewalk, drainage improvements, and other public facilities. Daily activities include spreadsheets, data research, correspondence, field investigations, preparing and distributing reports, responding to citizen and City agencies' inquiries, performing a variety of general office tasks, and working in the field assisting the Surveying Crew.



CHARACTERISTICS OF SUCCESSFUL CANDIDATE

Successful performers are self-motivated, willing to learn, work well in a team environment or independently, have good communication skills, and have a professional and courteous attitude. They must be organized and possess time management skills to bring a given task or tasks to completion. They adapt well and enjoy working on a variety of computer systems and software.

REQUIREMENTS

- Be enrolled in a Bachelor's program in Civil Engineering, or Construction Management.
- Have freshman, sophomore, or junior standing.
- Bilingual – Spanish preferred.
- Good communication skills, professional and courteous attitude.
- Experience with Microsoft Word, Excel, Access, and PowerPoint is highly desirable.
- Possess and retain a valid California Driver's License.

APPLICATION PROCEDURE

The following documents must be submitted:

- **Résumé** detailing qualifications as they relate to this position, academic and/other honors and activities.
- A **letter of interest** describing career goals, reason for seeking the Internship.
- Name, address and telephone number of **three references**, one of which must be a current or former professor.
- **Proof of school enrollment** must be submitted in order to be considered for any internship position with the City. Documents may be official and/or unofficial transcripts.

Please mail, fax, or e-mail résumés and other documents to:

City of Santa Ana
C/o William Albright
Construction Engineering M-22
P.O. Box 1988
Santa Ana, CA 92702

Phone: (714) 647-5029
Fax: (714) 647-5058