



City of Santa Ana

Traffic Engineering Intern

Part-time up to 20 hours per week

Salary: \$14.53 – \$17.65 per hour

Plus Additional Bi-lingual Pay of \$0.73/hour if qualified

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Assisting engineers in traffic engineering field investigations for existing conditions and proposed projects; conducting various engineering and warrant studies, researching project records, files, and plans; preparing/modifying plans using Microstation or manual drafting; using Microsoft Office Powerpoint, Excel, other tools and databases to prepare presentation materials (maps, charts, spreadsheets, etc.); data entry; and placing and retrieving radar trailers. Additional job activities may include conducting/evaluating speed studies, pedestrian and vehicular counts, updating records, issuing business/resident notices, making copies, filing or other miscellaneous duties.

CHARACTERISTIC OF A SUCCESSFUL PERFORMER

Candidates shall have strong interest in traffic engineering; be at ease in dealing with the public and handling complaints from residents with tact and diplomacy; be detail oriented, organized, have good time-management skills within a vibrant work environment and seek answers should none be obvious. Candidates must be flexible, have good verbal and written communication skills, computer skills and work well with others and with minimal supervision.

REQUIREMENTS

- Candidates must be enrolled in a Civil, Electrical, Mechanical, or Pre-engineering curriculum with good standing.
- Candidates should be available to work for two or more years.
- Candidates should possess computer knowledge in Microsoft Office software, AutoCAD and/or Microstation and work comfortably in a Windows environment.
- Candidates must possess and retain a valid class C California Driver's License with a good driving record.
- Bilingual ability in Spanish is preferred.

TIME

Candidate must be available to consistently work 20 hours/week, Mondays-Fridays, between the hours of 7 am to 6 pm, as scheduled, and for no more than 20 hours per week.

Application Selection Process: The following documents must be submitted:

- A letter of interest describing career goals and reason for seeking the **Engineering Internship**.
- A resume detailing your qualifications as they relate to this position, academic and/or other honors and activities.
- The name, e-mail, mailing address and phone numbers of three references, where one reference is a current or former professor.
- Proof of school enrollment at the college-level.

Please mail, fax, or e-mail resumes and letters of interest to:

City of Santa Ana

c/o Monica Suter, P.E., T.E., P.T.O.E.

PWA/Traffic & Transportation Engineering, M-43

20 Civic Center Plaza, Santa Ana, CA 92701

For more information, e-mail: msuter@ci.santa-ana.ca.us

Or Call: (714) 647-5645. (Fax #: (714) 647-5616)