

# City of Santa Ana

## Engineering Internship

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

Part-time-up to 20 Hrs/Wk

### ESSENTIAL FUNCTIONS

Under direction of Water Engineering Staff, assist with spreadsheets, data research, correspondence, field investigations, project displays, and preparation of engineering drawings in Micro-Station. Assist with the preparation and distribution of reports and documents. Perform a variety of general office tasks as assigned.



### CHARACTERISTICS OF SUCCESSFUL CANDIDATE

Successful candidates are self-motivated, willing to learn, have good communication skills, and professional courteous attitude. They must be well organized, detail oriented and be able to work independently. Candidates must be flexible, have good computer and time management skills.

### REQUIREMENTS

- Must be enrolled in a Bachelor's degree program in Civil Engineering.
- Candidate must be at least 12 months away from graduation date.
- Possess and retain a valid class C California Driver's License
- Should be proficient in Microsoft Office, and Micro-Station (or AutoCAD).

### 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

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

City of Santa Ana  
C/o Cesar E. Barrera  
Water Engineering M-85  
P.O. Box 1988  
Santa Ana, CA 92702

Phone: (714) 647-3387  
Fax: (714) 647-3345  
Email: [cbarrera@ci.santa-ana.ca.us](mailto:cbarrera@ci.santa-ana.ca.us)