

The City of San Mateo invites applications for the position of:



Position: Intern - Department of Public Works

Salary: \$25.08 to \$30.02 per hour (Dependent on Qualifications)

Job Type: Internship

Location: Public Works Department
330 W. 20th Avenue, San Mateo, CA 94403

Duration: 25-30 max hours per week with hybrid schedule (e.g. remote and in-person)

Application: An official City of San Mateo employment application **and** supplemental questionnaire is required.

Closing Date: April 19, 2024 or upon receipt of the first 100 applications **and** supplemental questionnaires, whichever occurs first

THE POSITION: The Public Works Department at the City of San Mateo has an opportunity for up to four (4) interns who will assist on various municipal projects. Positions are considered for the following fields of interest:

- Capital Improvement Program (CIP) – Civil engineering majors with an interest in capital improvement projects, design of civil infrastructure, and construction delivery procedures. Assist with project standards, standard specifications and drawings, CAD drafting, plan review, construction cost estimates, data collection and analysis.
- Transportation Planning/Traffic Engineering – Civil engineering majors with an interest in parking, transportation, and traffic engineering. Assist with creating parking zone signage, mapping, program evaluations, document organization and filing, field data collection and analysis, traffic studies, and plan reviews.
- Clean Water Program (CWP) – Civil engineering majors with an interest in water resources, sanitary sewer rehabilitation, design, construction. Assist with project standards, standard specifications, plan review, construction cost estimates, data collection and analysis, and construction site visits.

MINIMUM QUALIFICATIONS:

- BA/BS Candidate or MA/MS Candidate in civil engineering or related field as described above is highly desirable
- Strong analytical, writing, research, and verbal skills; effective written and oral communication
- Valid California Driver's License (Class C)

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to learn new information quickly
- Proficiency in Microsoft Office applications (Excel, PowerPoint, Project) and web-based resources
- Ability to plan, organize and coordinate workload
- Ability to work independently and within teams
- Exhibit a positive attitude and flexibility in accepting assignments
- Adobe Acrobat Pro, AutoCAD, Google Earth, or ArcGIS experience is highly desirable
- Writing experience for webpages, social media, and outreach material is highly desirable
- Experience with interpretation of technical information and statistics

DUTIES:

The primary duties will depend on the intern's assigned position and associated field of interest and may include the following:

- Assisting engineering project managers with administrative or technical tasks
- Drafting engineering plans/standards in AutoCAD
- Creating map displays using Google Earth or GIS
- Gathering, compiling, and presenting data for engineering and construction projects
- Organizing and tracking inspection reports, testing results, invoices, and other construction documentation
- Conducting field assessments of the condition of streets, drainage/collection systems, and other infrastructure

- Investigating and proposing responses to questions or inquiries from residents
- Assist in other areas such as procurement, communication, public outreach, and public surveys.

In addition, the intern may work on a variety of other projects depending availability and workload.

HOW TO APPLY: Interested candidates should submit an official City of San Mateo employment application **and** supplemental questionnaire on-line on CalOpps.org by **April 19, 2024** or upon receipt of 100 applications, whichever occurs first.

SUPPLEMENTAL QUESTIONNAIRE:

- 1) Please submit a cover letter discussing your interest and experience as it relates to this position.
- 2) Explain why you would like to join the City of San Mateo.

For additional information, contact Laura Webb at 650-522-7322 or by e-mail at lwebb@cityofsanmateo.org

City of San Mateo is an equal employment opportunity employer.