

CITY OF GILROY IS HIRING

CIVIL ENGINEERING COLLEGE SUMMER INTERNSHIP

Public Works Department, Engineering Division

15 – 25 hours per week

\$16.90 – \$18.84 per hour

This is an on-site position that actively supports department operations.

The City of Gilroy is an equal opportunity employer and supports workforce diversity, equity, inclusion and belonging.

ABOUT THE POSITION

Are you a motivated and aspiring Civil Engineer looking to apply your knowledge in a real-world setting? The City of Gilroy is recruiting for a Civil Engineering Intern to support critical projects that directly impact the community. As an Intern, you will assist in the design, analysis, and implementation of infrastructure projects, gaining exposure to municipal engineering processes.

As a Civil Engineering Intern, you will have the opportunity to work on Capital Improvement Projects, Land Development, and Transportation initiatives, contribute to project planning and execution, and collaborate with experienced engineers and planners to develop solutions that enhance public infrastructure.

This is an excellent opportunity to bridge the gap between classroom learning and professional practice while making a tangible difference in your community.

ABOUT THE TEAM

Our Public Works team of talented Engineers and Technicians collaborate to design, build, and maintain the City's storm drain, streets, sidewalks, parks, landscapes, urban forest, and related infrastructure. When you join our team, you will work amongst Engineering professionals who share a passion for serving the residents of Gilroy and improving the community. Our goal is to continuously promote a better quality of life for those who live, work, and visit the City of Gilroy by facilitating efficient engineering services and the creation of orderly growth and development within the city. The Public Works Engineering team values teamwork, innovation, collaboration and offers a busy, yet supportive environment.

WORK SCHEDULE

This internship can start as early as June 1, 2026, and end as late as September 30, 2026.

This paid internship is offered at 15 – 25 hours per week with flexible scheduling.

The official start and end date of the internship will be determined at the time of hire. Work hours are generally Monday – Friday between 8:00am – 5:00pm.

EXAMPLES OF DUTIES

Interns are in a learning environment and will assist with the following tasks and projects:

- Review technical reports, plans, and specifications.
- Participate in field investigations and inspections.
- Calculate material quantity estimates for contract bids.
- Prepare, collect, and organize documents for construction contract compliance.



APPLICATION DEADLINE

April 14, 2026

ORAL INTERVIEWS

May 13, 2026

FINALIST INTERVIEWS

TBD

The examination process/schedule above may be changed as needed by the City.

Candidates will receive communication by email regarding the recruitment process which includes, but is not limited to, application status, test dates and interview scheduling.

Applicants are responsible for notifying Human Resources of any changes to an e-mail address and/or other contact information.

SUBMIT A COMPLETE ONLINE APPLICATION WITH THE FOLLOWING ITEMS:

- Responses to supplemental questions are required
- A Resume is required
- A Cover Letter explaining interest in this position with City of Gilroy is required
- College Transcripts (unofficial) required

Applications that do not include all required items are incomplete and will not be considered.

Apply at

www.CityOfGilroy.org/jobs



THE IDEAL CANDIDATE WILL:

- Be in their junior year of college or higher (typically has completed 60 or more semester units) with a strong academic foundation in Civil Engineer courses.
- Familiarity with AutoCAD, Civil 3D and/or other engineering software is a plus, but not required.
- Have strong attention to detail and analytical skills.
- Exhibit proficiency in Microsoft Office Suite, including Word, Excel, and Outlook.
- Strong analytical and problem-solving abilities with attention to detail and accuracy in technical work.
- Excellent communication and teamwork skills with ability to collaborate effectively in a professional environment.
- Deliver outstanding customer service, maintain a warm, approachable, and professional demeanor when interacting with employees, applicants, and the public.
- Eager to apply classroom knowledge to real-world engineering challenges and contribute innovative ideas.
- Have a GPA of 3.0 or higher (preferred).

QUALIFICATIONS

- College major in Civil Engineering or a related area of study may apply for this internship and should be one of the following:
 - A current college student in a Bachelor's program.
 - A college graduate who obtained a Bachelor's degree within the last year.
- Must pass a background check, including a Department of Justice criminal record check for employment.
- Prefer non-tobacco user.



CITY APPLICATION FORM

Candidates must complete the NEOGOV City of Gilroy application form for this position and submit online. Please prepare attachments prior to completion of NEOGOV application as incomplete applications will not be accepted.

Only complete application packets will be reviewed. Only the most qualified applicants with the most relevant experience and education will be invited to continue in the selection process. In addition, final candidates for the position are required to pass an employment background check, State of California Department of Justice criminal records check, medical evaluation, and drug screen (includes screening for psychoactive marijuana metabolites), given at the City's expense prior to appointment. If special accommodations are necessary at any stage of the selection process, please contact the Human Resources Department right away (408) 846-0228.

IMPORTANT INFORMATION

Prior to appointment and given City's expense, final candidates are required to pass an employment background check, State of California Department of Justice criminal records check, and applicable medical evaluation and drug screen (includes testing for psychoactive marijuana metabolites).

If any special accommodations are necessary at any stage of the selection process, please contact Human Resources.

