

Summer Intern- Public Works-Engineering

Description

City of Half Moon Bay

Summer Intern

Close Date: March 20, 2026

Salary: \$23.15 - \$25.53/hour

The City of Half Moon Bay will host a summer internship position for the Public Works Department that will run from approximately mid-June through early September. Selected applicants will be contacted to participate in an interview process. The interview process is anticipated to be held in late March/early April.

About the City

The City of Half Moon Bay is a Bay Area coastal community of approximately 13,000 residents and is located 25 miles south of San Francisco. The City is governed by a five-member elected City Council and utilizes the council-manager form of government. The City Council appoints a City Manager who is responsible for the oversight of daily operations and provides leadership for the City's programs. The City currently employs 40 full-time employees in the following departments: City Manager's Office, Administrative Services, Finance, Community Development, Public Works and City Clerk/Communications. The City also contracts Public Safety with San Mateo County Sheriff's Department.

The City and surrounding Coastside are a thriving agricultural, fishing, tourism, and recreational destination. There is a rich culture of diverse traditions and multi-generational families who have lived in Half Moon Bay for well over 100 years. In any given neighborhood you will find farmers, high-tech entrepreneurs, and artists living together.

About the Program

The City of Half Moon Bay offers seasonal internship opportunities designed to provide students with hands-on exposure to local government operations. Interns work alongside professional staff on real projects that support City services, infrastructure, and community initiatives. The program is intended to provide practical experience, mentorship, and insight into careers in public service. The City of Half Moon Bay's Summer Internship Program was developed in collaboration between the City of Half Moon Bay and the "Two-County Next Generation Committee", sponsored by the City/County Managers Associations of San Mateo and Santa Clara Counties.

About the Positions

Summer internships are available in the following departments: Public Works-Engineering.

The **Public Works Department** is seeking an entry-level, highly motivated and enthusiastic individual who is interested in providing exceptional service to our community. This internship provides an excellent opportunity for an individual interested in enhancing their knowledge and experience in local government administration, project management and civil engineering. Through mentorship and under general supervision, the successful candidate will be responsible to complete specific projects and a variety of on-going assignments to help develop their knowledge and skills in local government administration. Some of the various projects and responsibilities may include, but are not limited to:

- Assisting with Capital Improvement Program (CIP) Projects – design and construction
- Supporting the engineering project managers with general clerical, administrative, and technical tasks for public works projects
- Researching and analyzing various programs
- Updating internal procedures and policies
- Creating and editing CAD maps, designs and standards (AutoCAD)
- Participating in field data collection or investigation and analyses
- Researching issues related to development, zoning and other related land use concerns
- Performing a variety of engineering support services
- Drafting and editing reports
- Providing customer service
- Attending departmental and community meetings
- Opportunity to present a report to the City Council

Minimum Qualifications

Any combination of experience and training that would likely provide the required knowledge and abilities are qualifying. A typical way to obtain the knowledge and abilities would be:

Education & Experience

Some completed coursework leading to an Undergraduate degree, with a major in Civil Engineering or related field is desired (but not required).

Knowledge of:

- Microsoft Office software (e.g. Microsoft Excel, Outlook, Word, and PowerPoint)
- Adobe software (e.g. Adobe Acrobat, InDesign, and Photoshop)
- Local government operations

- AutoCAD

Ability to:

- Communicate effectively, orally and in writing, and work cooperatively with City staff.
- Perform analytical work and prepare clear and concise reports.
- Use tact and discretion in dealing with those contacted in the course of work.
- Plan, develop, review and complete projects in a timely manner.
- Interpret and apply administrative and departmental policies and procedures.
- Uphold the City's organizational mission
- Present and conduct oneself with professionalism

Why Apply?

- Growth – we are committed to exposing you to a work environment that will sharpen your writing, presentation, research, analysis, and critical thinking skills.
- Training – this internship experience will provide real-world experience and training toward an entry-level professional position within a city government.
- Mentoring – the selected intern will be mentored by city staff
- Networking – access to a network of professionals in the field of local government.

Ideal Candidate

The ideal candidate will have a strong interest in pursuing a career in local government . The candidate will be self-motivated, detail-oriented, reliable, punctual and honest. The candidate will also be proficient in the use of Microsoft Office Suite and Adobe Acrobat with the ability to learn new processes quickly and efficiently, as well as a desire to provide services to the community.

Benefits

Temporary position - no benefits