

HONORARY DEAN ALLISON INTERNSHIP

San Rafael Public Works Department

PART-TIME (UP TO 30 HOURS PER WEEK). NO BENEFITS AVAILABLE.

\$24.46 - \$28.31 per hour

Application Deadline: Apply by Sunday, March 1, 2026, 5:00 p.m., for first consideration

The City of San Rafael Public Works Department (DPW) is seeking an individual to join the team as part of the Honorary Dean Allison Internship program. This position will work part-time (up to 4 days/30 hours per week) with department staff on special projects and move forward the mission of San Rafael to support the community members we serve.

The Honorary Dean Allison Internship was created to honor Dean Allison, the City's Public Works Director from September 2015 to March 2016, before his untimely passing. In his brief time with the City, he embraced and embodied the ideals of public service and transparency. Dean focused on the needs of the public and worked effectively with individuals and groups throughout San Rafael to respond decisively to a broad spectrum of needs both large and small in a creative and community focused way. The namesake internship celebrates his life and his time serving the citizens of San Rafael.

The City of San Rafael's Organizational Culture framework is a [Helen Putnam Award](#)-winning initiative called ["Together San Rafael."](#) City employees are our greatest asset, and we seek talented individuals with diverse backgrounds who are creative, curious, and excited about a challenge. The Together San Rafael initiative is focused on modernizing city services and increasing employee engagement. This initiative recognizes the interconnectedness of the customer (the community) and employee experience.

Together San Rafael is about:

- Collaborating across all City departments
- Empowering all City employees to share and implement innovative ideas
- Celebrating day-to-day department innovations

The successful candidate for the Honorary Dean Allison Internship will have the opportunity to gain hands-on experience on various municipal engineering and public works projects while engaging with the community and other department staff to realize Citywide visions and innovations.

Learn about previous intern experiences here: <https://www.cityofsanrafael.org/dean-allison-internship/>



Duties and Responsibilities of the Honorary Dean Allison Internship May Include.

- Assisting staff to implement the City's sidewalk maintenance program.
- Assisting with updating or drafting standard operating procedures and policies.
- Assisting with the permitting, reporting and regulatory compliance in support of City-led projects and programs.
- Designing content and materials for public dissemination and outreach regarding City projects, maintenance activities, and public safety information.
- Preparing written reports on DPW program activities.
- Conducting research and analysis of federal, state and local laws related to DPW engineering projects.
- Participating in city-wide efforts in which DPW is a stakeholder.
- Supporting the Traffic Division with site investigations and documentation of existing conditions.
- Other duties as assigned.



Qualifications

- Graduated or currently enrolled in the 2nd year of a Bachelor's degree program or higher in an Engineering, Construction Management, Business, Public Administration, Environmental Science, or related program.
- Ability to multitask and stay organized.
- Proficient computer efficiency, including familiarity with Microsoft Word and Excel.
- Ability to demonstrate characteristics of listening, flexibility, follow-through, problem solving, community-orientation, and identifying "win-win" solutions.



Benefits



In accordance with the [salary resolution](#), this position receives no benefits with the exception of a retirement plan and paid sick leave.

As a temporary employee, you may not work more than 1,000 hours in a fiscal year (July 1 - June 30).

You are entitled to receive sick leave in accordance with California's Paid Sick Leave Law (AB 1522).

Participation in a retirement plan is mandated by Federal Law and you will be enrolled in the Public Agency Retirement System (PARS): Employee contributes 3.75% of salary and City of San Rafael contributes 3.75% of salary.

Job Location

Department of Public Works Offices - 111 Morphew Street, San Rafael, 94901

Application Process

City of San Rafael application is required. Resumes do not substitute for the City application. To file an application on-line go to www.calopps.org. Select "Member Agencies." Select "City of San Rafael." Follow this link to submit your application: <https://www.calopps.org/san-rafael/job-20700613>

Interview Process

The most qualified applicants will be invited to an interview following the application closing date. Please note on the application the preferred method of communication, whether by phone or email.

INTERVIEWS ARE TENTATIVELY SET FOR THE WEEK OF MARCH 23, 2026, OR MARCH 30, 2026.

Reasonable Accommodation

The City of San Rafael will make reasonable accommodations at any phase of the application and interview process, to accommodate persons with disabilities. If you have a disability for which you require accommodation, please advise Human Resources upon submittal of your application. For examination accommodation, please contact Human Resources at least seven (7) calendar days before the test date, at (415) 485-3474.