



**TEMPORARY
RECRUITMENT**

INTERNS - PUBLIC WORKS ENGINEERING

*Part-time, temporary assignment, 20-40 hours per week
\$11.00-\$20.00 per hour depending on qualifications*



First review of applications: March 9, 2018
Interested applicants are encouraged to apply early.

POSITIONS: The Engineering Division works within the Public Works Department to perform a wide range of public works duties, including: providing engineering design services, working with both the private and public development, community, providing transportation and traffic solutions, supporting real property interests and City facility improvements along with providing management of Capital Improvement Plan-funded infrastructure improvements including streets, public buildings and parks; and processing of development applications.

The Interns will perform a variety of complex, specialized and responsible duties in support of functions and projects of the Public Works Department, Engineering Division.

There are ten open positions in the following sections: Transportation (2), Development (1), Design (1), Construction (4), and Real Property (2).

EXAMPLES OF DUTIES:

For Transportation Section:

- Maintain and/or improve databases in Microsoft Excel software program.
- Field data collection, perform general and technical work support of the Transportation Engineering staff as necessary.
- Assist in traffic signal operations, maintenance, and design.

For Development and Design Sections:

- Perform elementary engineering assignments.
- Perform elementary design computations.
- Prepare Engineering plans.
- Perform simple CADD drafting assignments.
- Perform quantity take offs to aid in cost estimates.
- Receive specific and detailed instruction as to required tasks and results expected.

For Construction Section:

- Assist construction inspectors in the field with asphalt overlay, cape seal and other public works construction projects.
- Gather information and data from work crews and contractors.
- Record construction materials data (quantities, temperatures, vehicles, etc.).
- Observe construction practices and report to inspectors.
- Perform related duties as assigned.

For Real Property Section:

- Provide general administrative support to the staff including scanning , organizing, and packing of files.



REQUIREMENTS: The Engineering Division is searching for effective team players who are able to multi-task in a fast-paced environment. Incumbents will be able to communicate clearly, concisely and tactfully both orally and in writing, and have demonstrated skill in detail-oriented work.

Any combination of education and/or experience that has provided the knowledge and skills necessary to satisfactory job performance would be qualifying.

For interns in Transportation, Development, and Design Sections, a typical way to obtain the required knowledge and skills would be: possession of a BA/BS or currently enrolled in a four-year university majoring in Civil Engineering, or other closely related field.

For interns in Construction Section, applicants shall be currently enrolled in a four-year university majoring in Civil Engineering, Construction management, surveying, or other closely related field and/or graduation from high school and two years experience in a field related to street/highway inspection or construction.

Highly desirable: experience working at construction sites, ability to work outdoors around construction equipment, journal/record keeping experience and proficiency with Microsoft Word and Excel.

Interns applying for the Real property Section must have a high school diploma and/or be currently enrolled in an undergraduate program at a four-year university, and have basic Microsoft office skills.

A valid California driver's license is required at time of appointment for all interns.

COMPENSATION: The hourly rate for these positions is \$11.00 - \$20.00. These temporary assignments do not include benefits.

APPLICATION INSTRUCTIONS: To be considered for this position, submit a completed City application and resume through our online application system at: [CityTempJobs](#).

The first review of applications is March 9, 2018. A resume must be submitted with the completed City application. Applications submitted without a resume will not be considered.

The selection process for this position may include individual and panel interviews, reference checks, and a fingerprint check. Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to participate in the process.

The City of Fremont is an Equal Opportunity Employer.

Reasonable Accommodation: We will make reasonable efforts in the selection process to accommodate persons with disabilities. Please advise Human Resources of any special needs in advance by calling

(510) 494-4660.

The information contained herein is subject to change and does not constitute either an expressed or implied contract.

Human Resources Department
3300 Capitol Ave., Bldg. B
Fremont, CA 94538
(510) 494-4660



INTERN - PUBLIC WORKS ENGINEERING - SUPPLEMENTAL QUESTIONNAIRE

GENERAL INFORMATION:

The completion of this supplemental questionnaire is required for your application to be considered for the Intern - Public Works Engineering position, and is an integral part of the examination process.

This supplemental questionnaire will be used to assess your experience as it relates to the position of Intern - Public Works Engineering. Your responses will be evaluated and will assist in determining which applicants will receive further consideration in the examination process.

Your responses must be verifiable with the information on your application.

DIRECTIONS:

When you apply online you will be asked to respond to the following questions:

1. For which section(s) in Engineering would you like to be considered? Select all that apply.
 - Transportation
 - Design
 - Development
 - Construction
 - Real Property