



**WEST HOLLYWOOD** The Creative City

## INTERNSHIP

(Building & Safety Division)

\$15.30—\$18.55 (hourly)

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*Under supervision*, performs a variety of tasks and administrative duties in support of the daily operations of the Building and Safety Division.

This internship is a great opportunity that will expose the individual to the building permit process and local codes, laws and regulations by responding to public inquiries and minor plan review at the public counter. In addition, the intern will compile, organize and process related public informational handouts, and update and maintain the Division website and intranet. Must be able to read construction plans and documents, communicate clearly and concisely, orally and in writing, and establish and maintain effective working relations with the staff and the public.

**Requirements:** Must be a college student, **currently enrolled** as an undergraduate or graduate, pursuing a degree in Architectural Engineering, Architecture, Structural Engineering, Construction Management or a closely related field.

- Must be able to work 15-20 hours per week.
  - Must be able to commit to at least one year in the program.
  - Eligibility to remain in the program is contingent upon school enrollment.
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***Deadline to submit applications: July 7, 2017***

**Applicants must submit a City job application with the Human Resources Division by the filing deadline.** To apply and view additional job information please visit [www.weho.org/services/employment](http://www.weho.org/services/employment). If you are unable to submit your application materials online you can obtain an application package by contacting (323) 848-6860 or at City Hall, 8300 Santa Monica Blvd., West Hollywood, CA 90069. Postmarks will not be accepted. AA/EOE. If you have questions or need special accommodations with the recruitment process, please contact Duane Cobb at (323) 848-6491 or [dcobb@weho.org](mailto:dcobb@weho.org)

The City of West Hollywood is an equal opportunity employer. The City provides equal employment opportunities (EEO) and prohibits harassment and discrimination in employment because of race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, marital status, national origin, ancestry, mental and physical disability, medical condition, genetic information, military and veteran status, age and pregnancy.