

**WEST HOLLYWOOD** The Creative City



## Intern — Facilities & Field Services Division

**Human Services & Rent Stabilization Department**

**\$15.62— \$18.94 Hourly**

**The Opportunity:** To work alongside creative and committed professionals, performing various administrative and practical functions related to the Facilities & Field Services Division. Interns will work under the direction of the Facility and Field Services Manager approximately 10-15 hours per week. Eligibility to remain in the Internship Program contingent upon school enrollment and satisfactory job performance.

**Responsibilities may include:**

Intern will assist the Facilities and Field Services Manager in performing basic engineering tasks such as project planning, field investigations, data collection, and cost estimating. Activities will include projects for the City's roadway, markings and signage inventory programs.

**Education and Experience:**

Must currently be enrolled in college and pursuing a degree in Engineering or closely related field. Should have completed a minimum of one year in a Civil Engineering program. Experience with computer aided design (CAD) highly desirable.

Student eligibility for internship positions is limited to currently enrolled college students. Students must have completed at least two semesters of college by June 1, 2017, and must remain enrolled through the duration of the internship, in order to remain eligible to participate.

**Licenses and Certifications:**

None

---

***Deadline to submit applications: January 3, 2018***

**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.