

WEST HOLLYWOOD The Creative City



INTERNSHIP

Engineering Division

\$15.62—\$18.94 hourly

This is an excellent opportunity to gain valuable experience working in the City's Engineering Division. You will be responsible for performing basic engineering and environmental program tasks. The ideal candidate is a self-starter who is able to work independently and is comfortable seeking guidance and direction when necessary.

Requirements: Must currently be enrolled in college and pursuing a degree in Engineering, Environmental Science or a closely related field. Completion of two (2) years in a Civil Engineering or Environmental Science program is desired. **Eligibility to remain in the program is contingent upon school enrollment.**

- Must be able to work 15-20 hours per week.
- Knowledge of basic statistics and report-writing techniques.
- Must demonstrate ability to research, analyze and make sound recommendations.
- Experience with computer aided design (CAD) is highly desirable.
- In order to achieve the maximum benefits of the internship program, **we prefer students who are interested in at least a sixth month commitment.**

Responsibilities may include:

- Assisting with project planning and field investigation.
- Research and data collection.
- Assisting with design calculations, design drawings and cost estimations.
- Assisting with projects such as the City's roadway, sewer, storm water/flood control, water conservation, solid waste and recycling programs.

Deadline to submit applications: May 9, 2018 at 5:00 p.m.

Applicants must submit a completed online City job application and supplemental questionnaire by the filing deadline. To apply and view additional job information please visit www.weho.org/services/employment. If you are unable to submit your application materials online you may contact (323) 848-6860. AA/EOE. 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. If you have questions or need special accommodations with the recruitment process please contact: Clarice Trinidad at (323) 848-6418 or ctrinidad@weho.org.

