

THE CITY OF WEST HOLLYWOOD IS SEEKING A

BUILDING & SAFETY INTERN

in the Planning & Development Services Department
Building & Safety division

The job opportunity 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.

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

Requirements: Must be a college student, currently enrolled as an undergraduate or graduate and pursuing a degree in Architectural Engineering, Architecture, Structural Engineering, Civil Engineering, Construction Management or 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 (Proof of enrollment required).

\$17.16 - \$20.81 HOURLY

APPLICATION PERIOD:

8/27/2020 THROUGH 9/17/2020, 5PM

For job details and requirements, and to apply online,
please visit www.weho.org/jobs

AA/EOE



City of West Hollywood
California 1984