

THE CITY OF WEST HOLLYWOOD INVITES APPLICATIONS TO THE POSITION OF

INTERN - BUILDING & SAFETY

with the Building & Safety Division

JOB SUMMARY:

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

EXAMPLES OF DUTIES:

The internship is a great opportunity that will expose the individual to the building permit process, 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.

MINIMUM QUALIFICATIONS REQUIRED:

- Must currently be 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 at least one year (while concurrently enrolled) to the internship
- Eligibility to remain in the program contingent on upon uninterrupted school enrollment.

\$18.10 - \$21.95 HOURLY
APPLICATION DEADLINE:
SEPTEMBER 16, 2022 AT 5:00 PM PACIFIC

For Job details and requirements, and to apply online, please visit:
weho.org/jobs
EEO/AA



City of West Hollywood
California 1984